HELP DOCUMENTATION

FastLane Help System

Postdoctoral Fellowships and Other Programs

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Postdoctoral Fellowships and Other Programs

Introduction to Postdoctoral Fellowship and Other Programs

Fellowships are standard grants made to organizations or individuals at the graduate and/or postdoctoral level and normally to support research and training. For the postdoctoral level, the National Science Foundation (NSF) supports research in science disciplines.

The purpose of the application is to enable applicants to easily find a program for application. Postdoctoral Fellowship applications will be submitted using the Proposal Preparation application on FastLane.

The FastLane systems support proposal preparation and submission for Postdoctoral Fellowships. However, you must first register through the Postdoctoral Fellowship Registration system (https://www.fastlane.nsf.gov/n1/N1IndvReg.html).

Access the Postdoctoral Fellowships from the **FastLane Home Page** screen as seen in the red circle on Figure 1. Select **Postdoctoral Fellowships and Other Programs** from the list of FastLane options just below the FastLane logo.

Figure 1 FastLane Home Page. The Postdoctoral Fellowships and Other Programs menu selection is circled in red.

That selection takes you to the **Postdoctoral Fellowships and Other Programs** screen (Figure 2).

Figure 2 Postdoctoral Fellowships and Other Programs screen.

From that menu, you can select:

- I am an Applicant—Takes you to the NSF Postdoctoral Fellowships and Other Programs screen
- I am a Sponsoring Scientist—Takes you to the NSF Postdoctoral Fellowships and Other Programs screen
- I am a Letter of Reference Writer—Takes you to the Write a Letter of Reference screen
- Individual Registration—Takes you to the Postdoctoral Fellowship Registration screen
- PI/Co-PI Login Page—Takes you to the Proposals, Awards and Status screen
- Available Programs—Takes you to the NSF Postdoctoral Fellowships and Other Programs screen

Postdoctoral Fellowship and Other Programs is the module where applicants and sponsoring scientists acquire an overview of the postdoctoral programs NSF offers (Table 1).

Table 1 Postdoctoral Fellowship and Other Programs Applications

Application	Who	Activity

I am an Applicant	Applicant	Find the information on one of the postdoctoral and other programs, including instructions for applying.
I am a Sponsoring Scientist	Sponsoring Scientist	Find the information on one of the postdoctoral and other programs and special information for Sponsoring Scientists.
I am a Letter of Reference Writer	Letter of Reference Writer	Prepare and submit to NSF a Letter of Reference and a rating sheet for a postdoctoral Fellowship applicant.
Individual Registration	Applicant	Register with FastLane as an individual (required for preparing a proposal for a Postdoctoral Fellowship).
PI/Co-PI Login Page	Applicant	Log in screen for Proposals, Awards, and Status to prepare a proposal, once you have registered with FastLane.
Available Programs	Applicant and Sponsoring Scientist	Find information on all available programs with Postdoctoral Fellowships.

Working in Postdoctoral Fellowship and Other Programs does not require registration with FastLane; however, preparing and submitting a proposal for a postdoctoral fellowship does require registration with FastLane.

The following persons work in Postdoctoral Fellowships and Other Programs:

- **Applicant—**Individual with a doctoral degree who is seeking a fellowship

- **Letter of Reference Writer—**Individual who has been asked by an applicant to submit a letter of reference to NSF concerning the applicant

NSF Postdoctoral Fellowships and Other Programs

This screen lists the available Postdoctoral Fellowships and Other Programs. Researchers can apply for the following fellowships through the National Science Foundation:

- East Asia and Pacific Summer Institutes (EAPSI) for U.S. Graduate Students
- International Research Fellowship Program
- Mathematical Sciences Postdoctoral Research Fellowships
- Minority Postdoctoral Research Fellowships and Supporting Activities
- NSF Astronomy and Astrophysics Postdoctoral Fellowships
- Postdoctoral Fellowships in Microbial Biology
- Postdoctoral Fellowships in Polar Regions Research
- Postdoctoral Research Fellowships in Biological Informatics
- Science and Society (S&S)

When you select one of the above links, it takes you to that program's description page.

General Process

To apply for a fellowship, you must do the following:

1. Register as an independent researcher with the Postdoctoral Fellowship Registration system.
2. Print and read the program solicitation.
3. Review the program details.
4. Prepare the documents.
5. Access Proposal Preparation through the FastLane Proposals, Awards and Status module.

See also:

- Postdoctoral Fellowship Registration
- How to Apply (for Applicants)
- View Past Award Winners
- View Award-Specific Program Announcement
- Postdoctoral Fellowship Contacts

View Award-Specific Program Announcement

To view award-specific program announcements, do the following:

1. Access FastLane and select the Postdoctoral Fellowships application (see Introduction to Postdoctoral Fellowship and Other Programs).

2. Select the **I am an Applicant GO** button. The **NSF Postdoctoral Research Fellowships and Other Programs** screen (Figure 1) displays with a list of available fellowships.

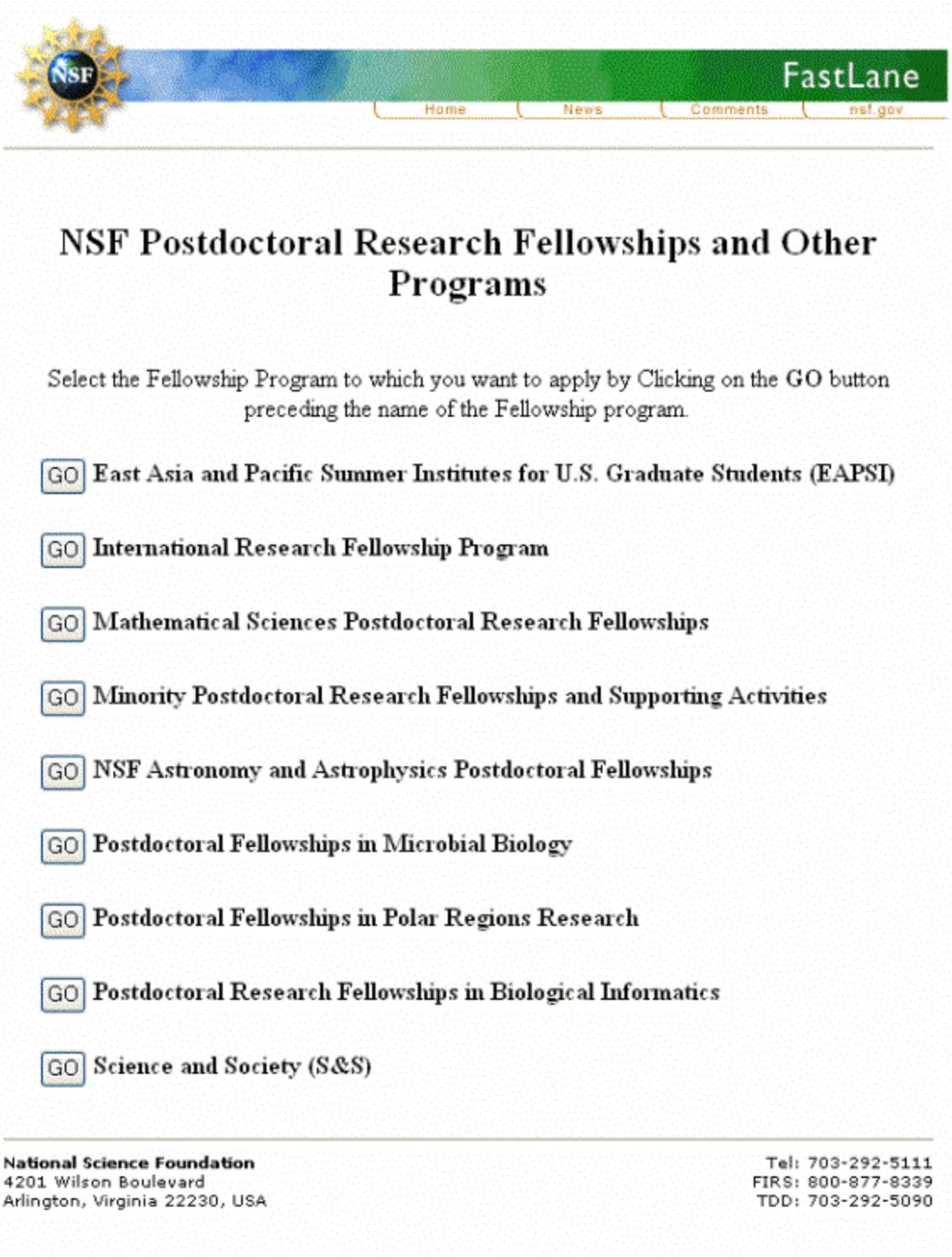


Figure 1 List of NSF Postdoctoral Fellowships and Other Programs currently available.

3. Select the **GO** button for the program you are interested in viewing (e.g., **Mathematical Sciences Postdoctoral Research Fellowships**). Information on that program displays (Figure 2).

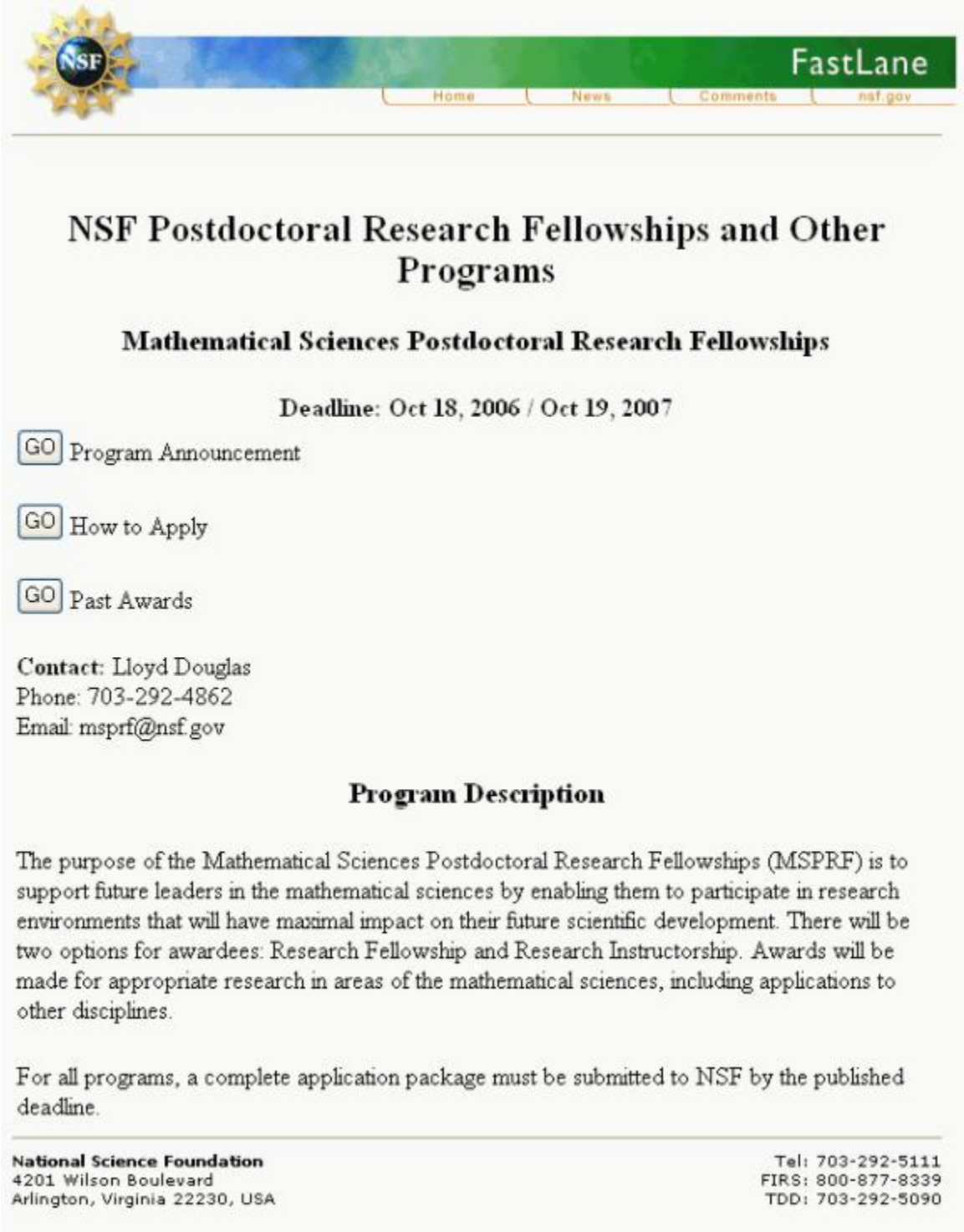


Figure 2 Program information for Applicants and Available Programs selection.

Each of these pages has the following links:

a. Program Announcement

b. How to Apply (for Applicants and Available Programs selection) or

c. How to Prepare Statement (for Sponsoring Scientist selection)

d. Past Awards

4. Select the **GO** button for Program Announcement. The program's information screen displays (see Figure 3).

Figure 3 Program information page for a specific fellowship program.

5. Select **Abstracts of Recent Awards Made Through This Program** (Figure 3) to view past awards.

6. Select the solicitation number (Figure 3), such as 05-510, to access the program solicitation.

See also:

- Postdoctoral Fellowship Registration
- How to Apply (for Applicants)
- View Past Award Winners
- Postdoctoral Fellowship Contacts

Postdoctoral Fellowship Registration

To register as an independent researcher with the Postdoctoral Fellowship system, do the following:

Access the Postdoctoral Fellowship Registration system (https://www.fastlane.nsf.gov/n1/N1IndvReg.html) (Figure 1) in the following way:

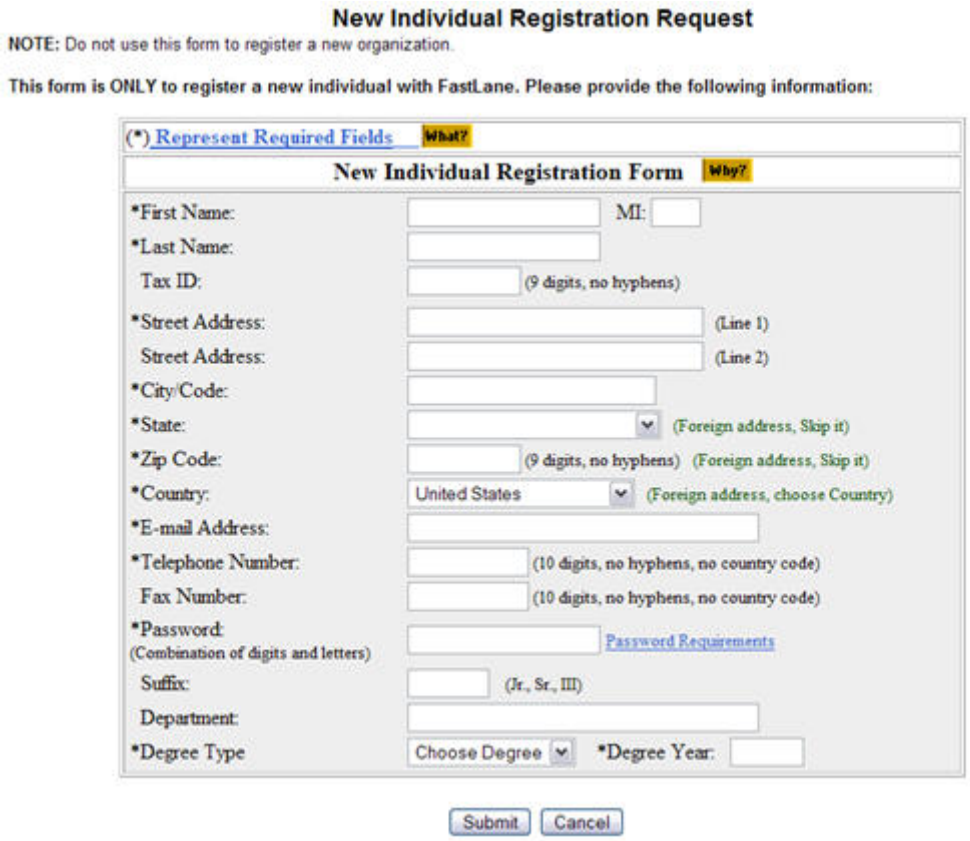


Figure 1 New Individual Registration Request screen.

Link directly to the application (https://www.fastlane.nsf.gov/n1/N1IndvReg.html). The **Postdoctoral Fellowship Registration** screen displays as in Figure 2.

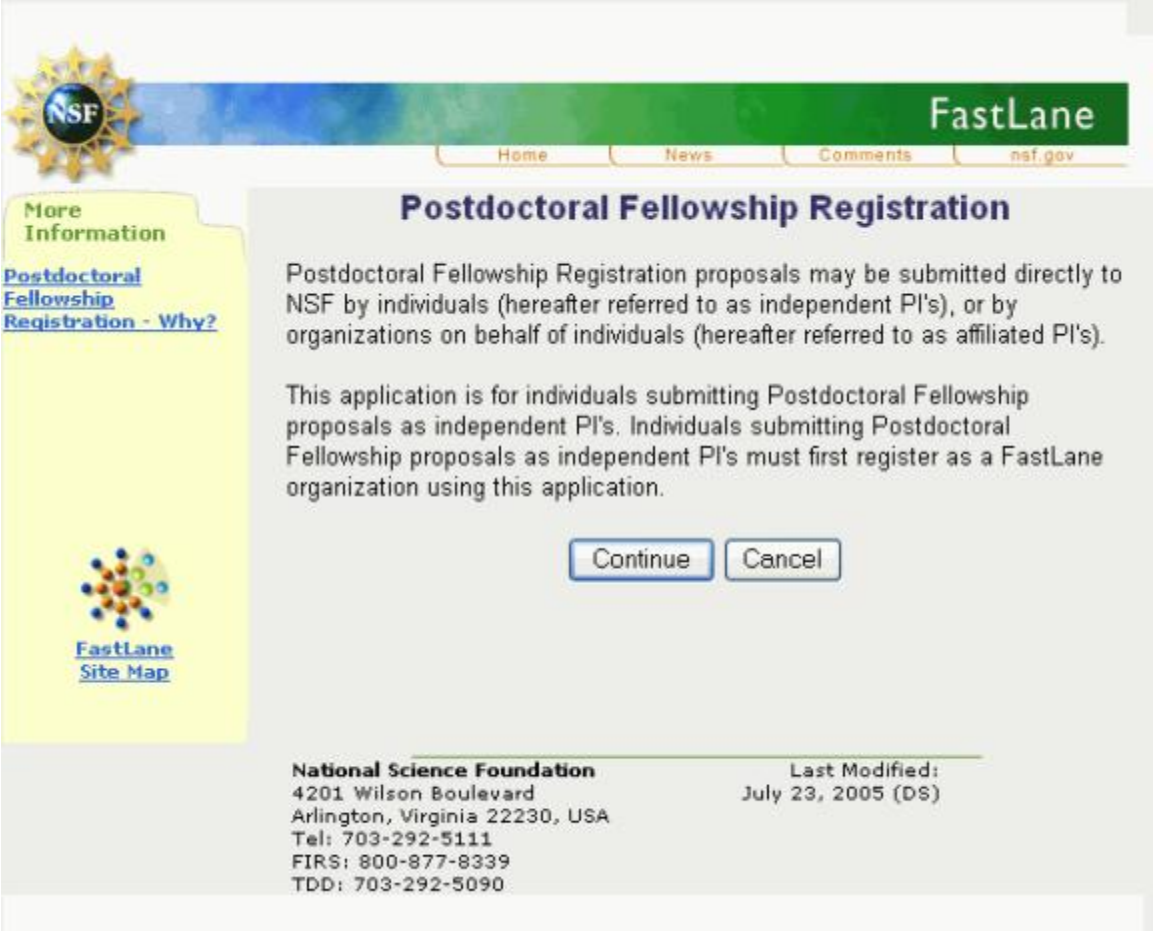


Figure 2 Postdoctoral Fellowship Registration screen.

1. Select the **Continue** button (Figure 2). The **Rules of Behavior** screen displays (see Figure 3).

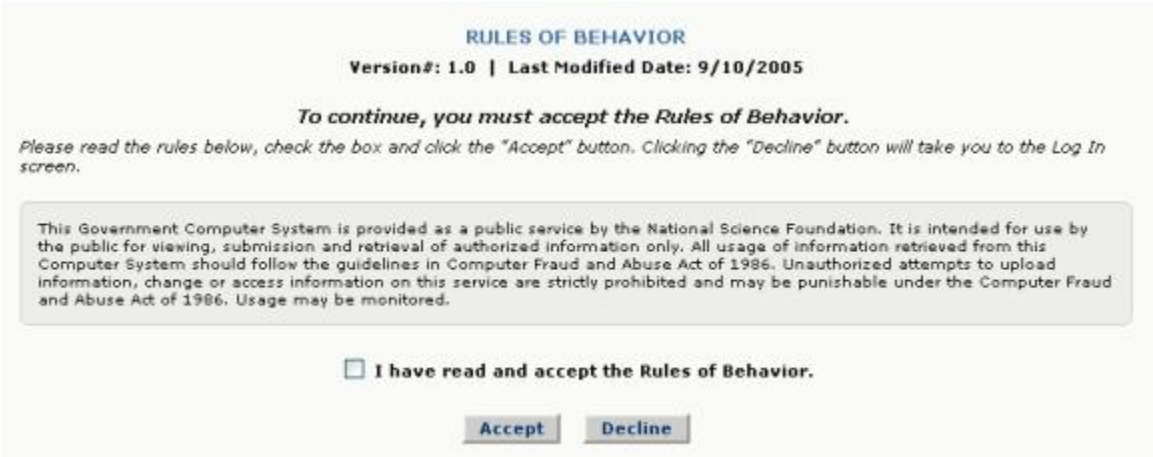


Figure 3 Rules of Behavior screen.

2. Check the **I have read and accept the Rules of Behavior** box on the **Rules of Behavior** screen.
3. Select the **Accept** button on the **Rules of Behavior** screen. The **New Individual Registration Request** screen displays (Figure 1).
4. Complete the **New Individual Registration Request** screen's required fields [noted with an asterisk (*)] as seen in Figure 4.

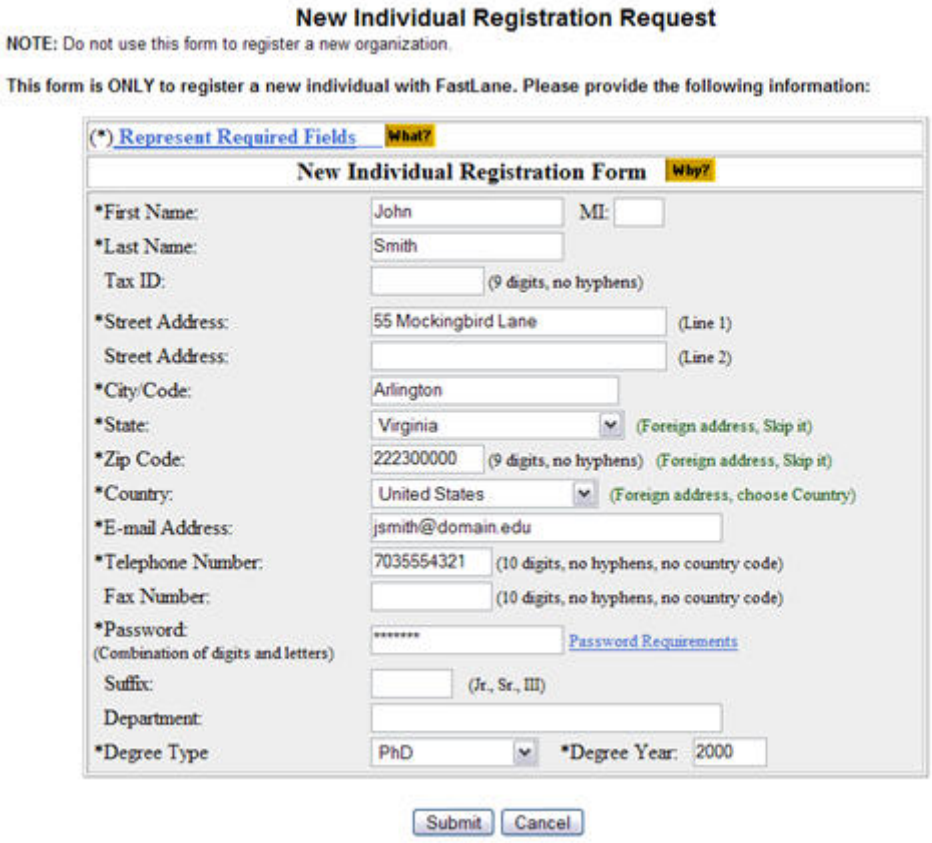
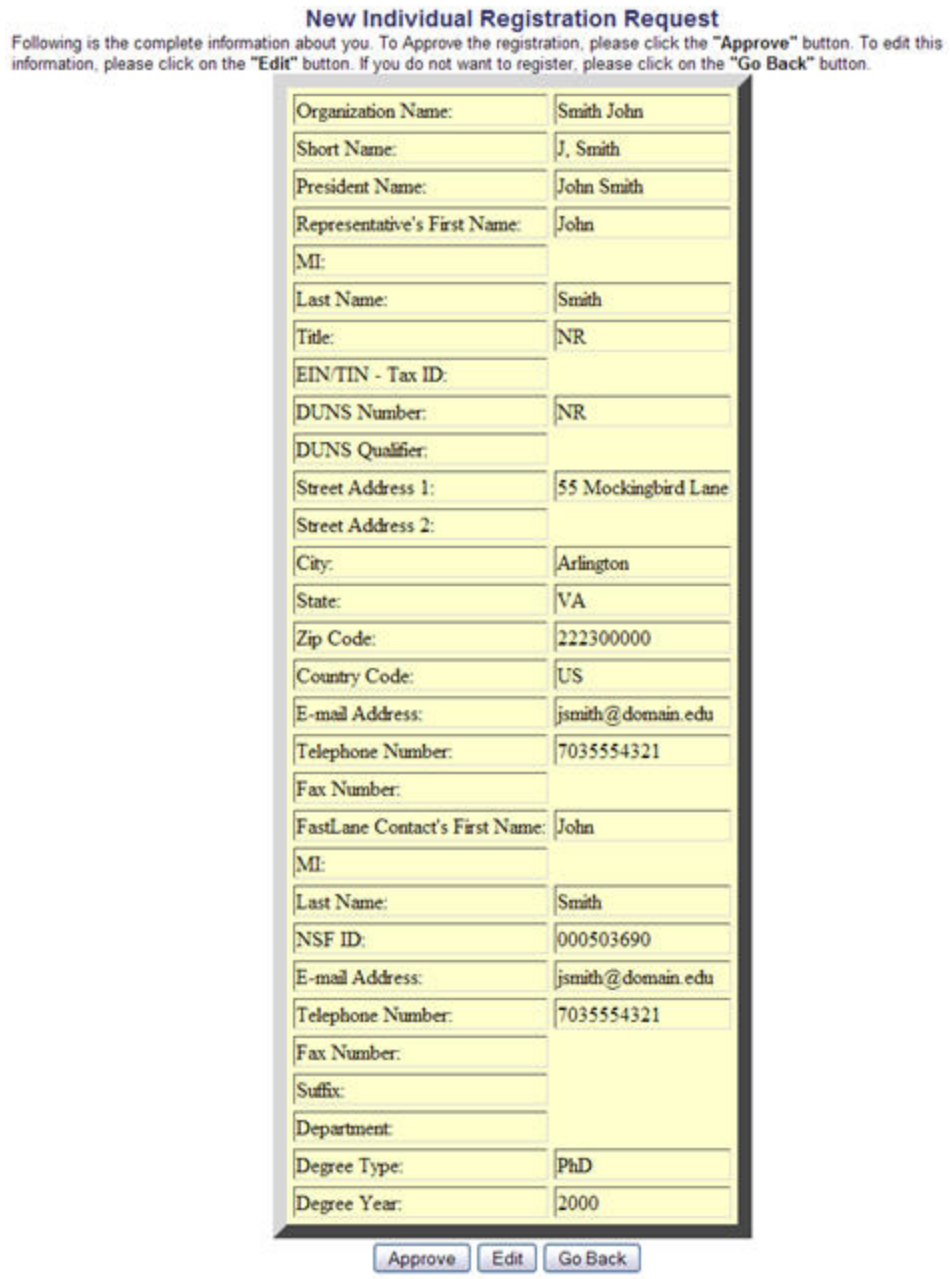


Figure 4 New Individual Registration Request screen.

5. Select the **Submit** button (Figure 4). The **New Individual Registration Request** screen returns with the information you entered (Figure 5).



New Individual Registration Request

Following is the complete information about you. To Approve the registration, please click the **"Approve"** button. To edit this information, please click on the **"Edit"** button. If you do not want to register, please click on the **"Go Back"** button.

Organization Name:	Smith John
Short Name:	J, Smith
President Name:	John Smith
Representative's First Name:	John
MI:	
Last Name:	Smith
Title:	NR
EIN/TIN - Tax ID:	
DUNS Number:	NR
DUNS Qualifier:	
Street Address 1:	55 Mockingbird Lane
Street Address 2:	
City:	Arlington
State:	VA
Zip Code:	222300000
Country Code:	US
E-mail Address:	jsmith@domain.edu
Telephone Number:	7035554321
Fax Number:	
FastLane Contact's First Name:	John
MI:	
Last Name:	Smith
NSF ID:	000503690
E-mail Address:	jsmith@domain.edu
Telephone Number:	7035554321
Fax Number:	
Suffix:	
Department:	
Degree Type:	PhD
Degree Year:	2000

Approve Edit Go Back

Figure 5 Fellowship Individual Registration screen with the form completed.

6. Select the **Approve** button (Figure 5). A screen displays (Figure 6) with a message that you are registered successfully.

Figure 6 Postdoctoral Registration confirmation screen.

7. Select the **Continue** button (Figure 6). The **FastLane Home Page** screen displays (Figure 7).

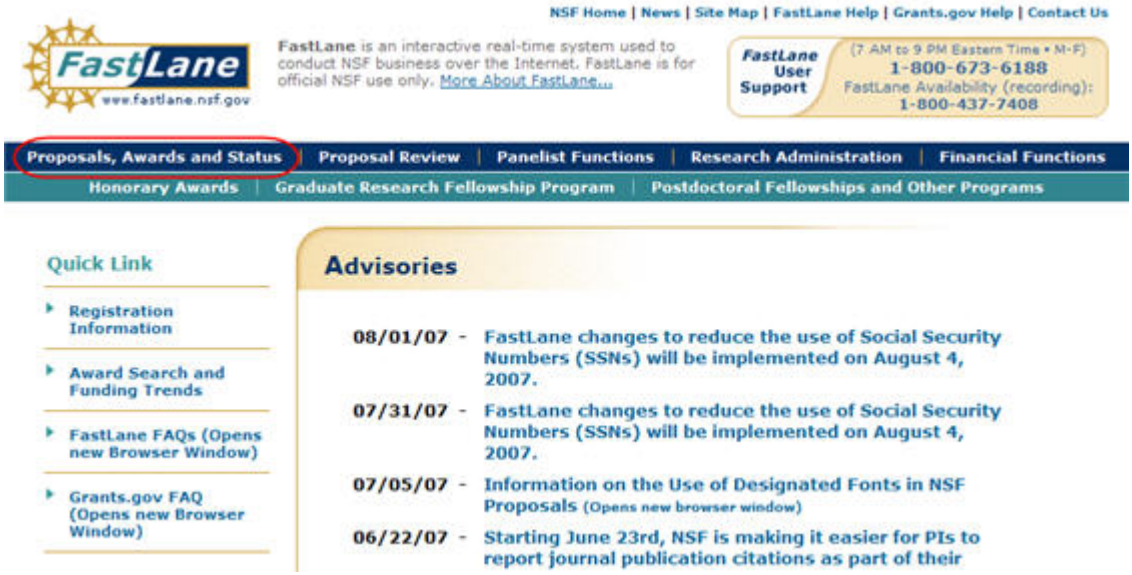


Figure 7 FastLane Home Page screen. Proposals, Awards and Status is circled in red.

8. Select Proposals, Awards and Status (as seen in Figure 7). The Proposals, Awards and Status screen displays (Figure 8).

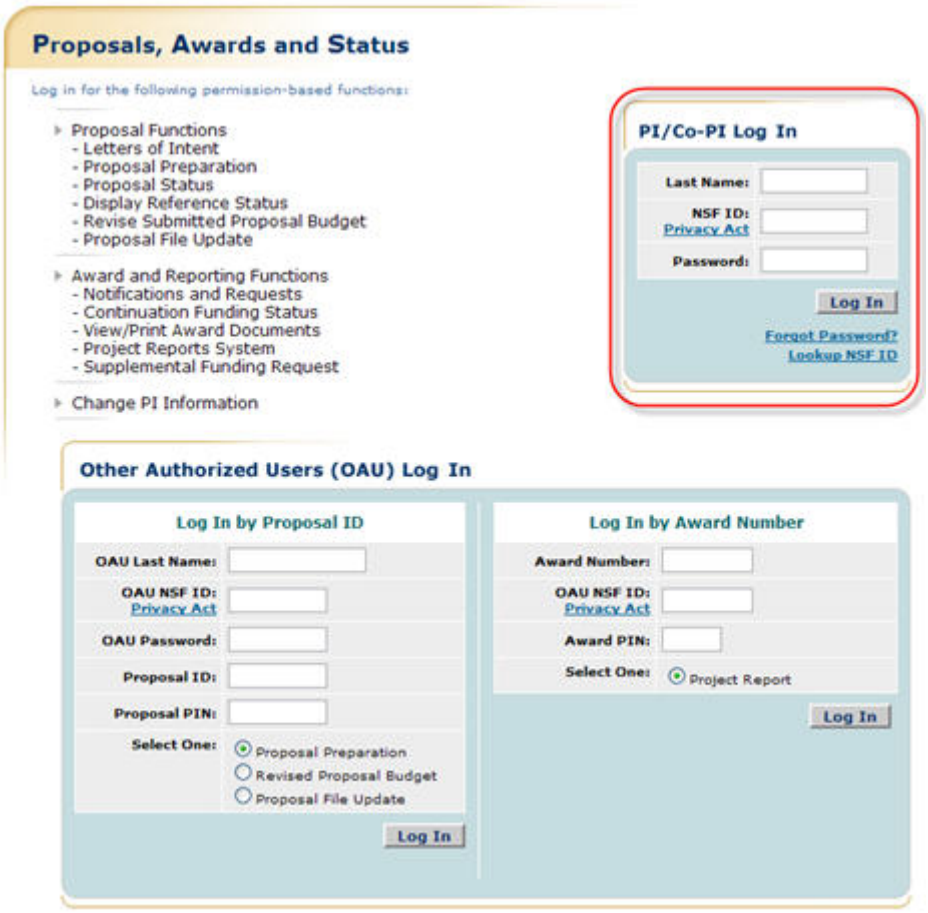


Figure 8 Proposals, Awards and Status screen. The PI/Co-PI login section is circled in red.

9. Complete the PI/Co-PI log in information (Figure 8). Select the **Log In** button. The first time you log in, a change password screen displays.

Figure 9 Change Password screen for a first-time PI/Co-PI user.

10. Enter a new password and then select the **OK** button (Figure 9). The **What Do You Want To Work On?** screen displays (Figure 10).

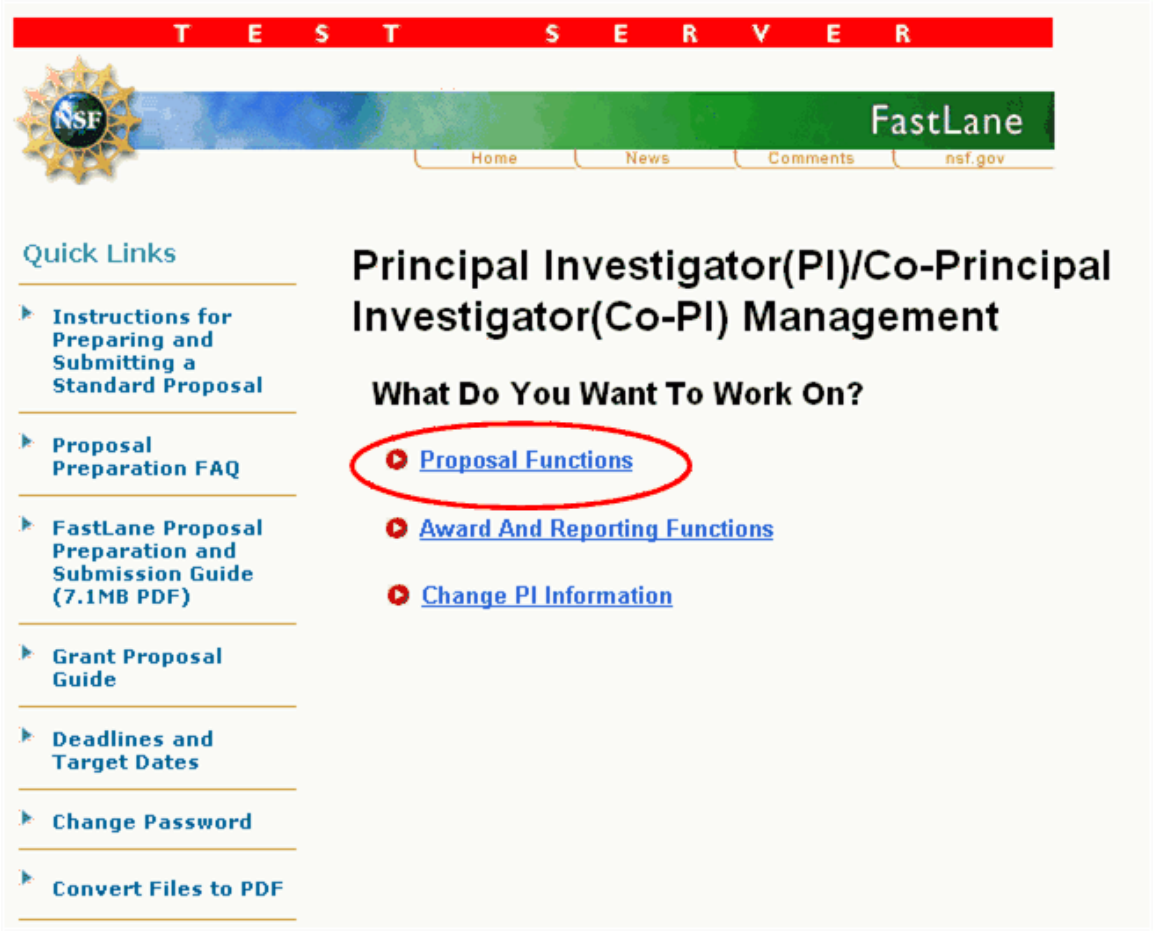


Figure 10 What Do You Want To Work On? screen. Proposal Functions is circled in red.

11. Select the **Proposal Functions** link. The **Proposal Functions** screen displays (Figure 11).

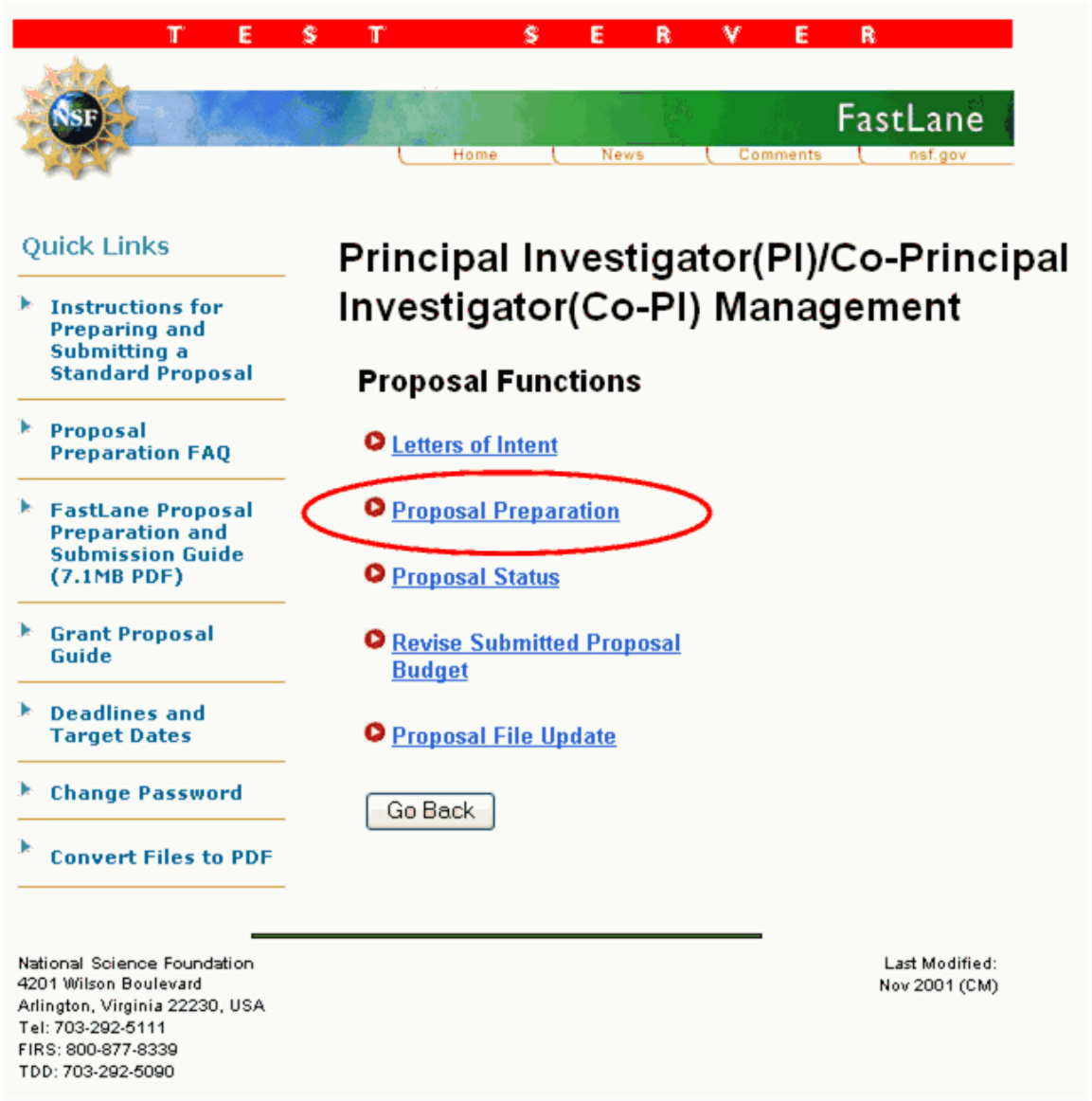


Figure 11 Proposal Functions screen. Proposal Preparation is circled in red.

12. Select the **Proposal Preparation** link (Figure 11). The **Principal Investigator (PI) Information** screen (Figure 12) displays.
13. On the **Principal Investigator (PI) Information** screen, scroll down and check your information. Your organization must have you listed as an individual researcher. Your organization code will begin with a "P."

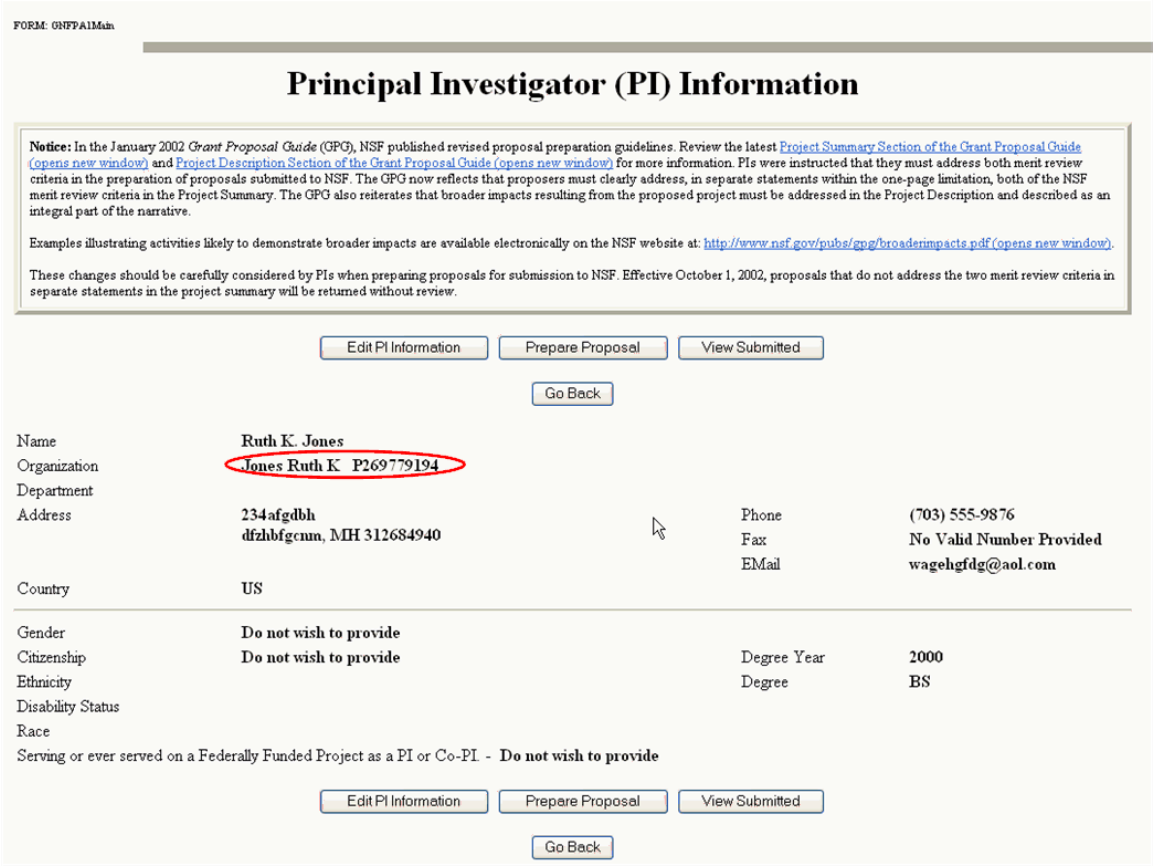


Figure 12 Principal Investigator (PI) Information screen. The Organization code is circled in red.

14. Review your information (Figure 12). If it is not correct, select the **Edit** button and update your information. When you have completed the changes, select the **Save** button to continue.
15. See Prepare a Proposal for instructions on how to prepare a proposal for your selected fellowship.

See also:

- How to Apply (for Applicants)
- How to Apply (for Sponsoring Scientists)
- View Award-Specific Program Announcement
- Postdoctoral Fellowship Contacts

How to Apply (for Applicants)

1. Access FastLane and select **NSF Postdoctoral Fellowships and Other Programs** (see Introduction_to_Postdoctoral_Fellowship_and_Other_Programs).

2. Select the **GO** button for I am an Applicant. The **NSF Postdoctoral Research Fellowships and Other Programs** screen displays (Figure 1) with a list of available fellowships.

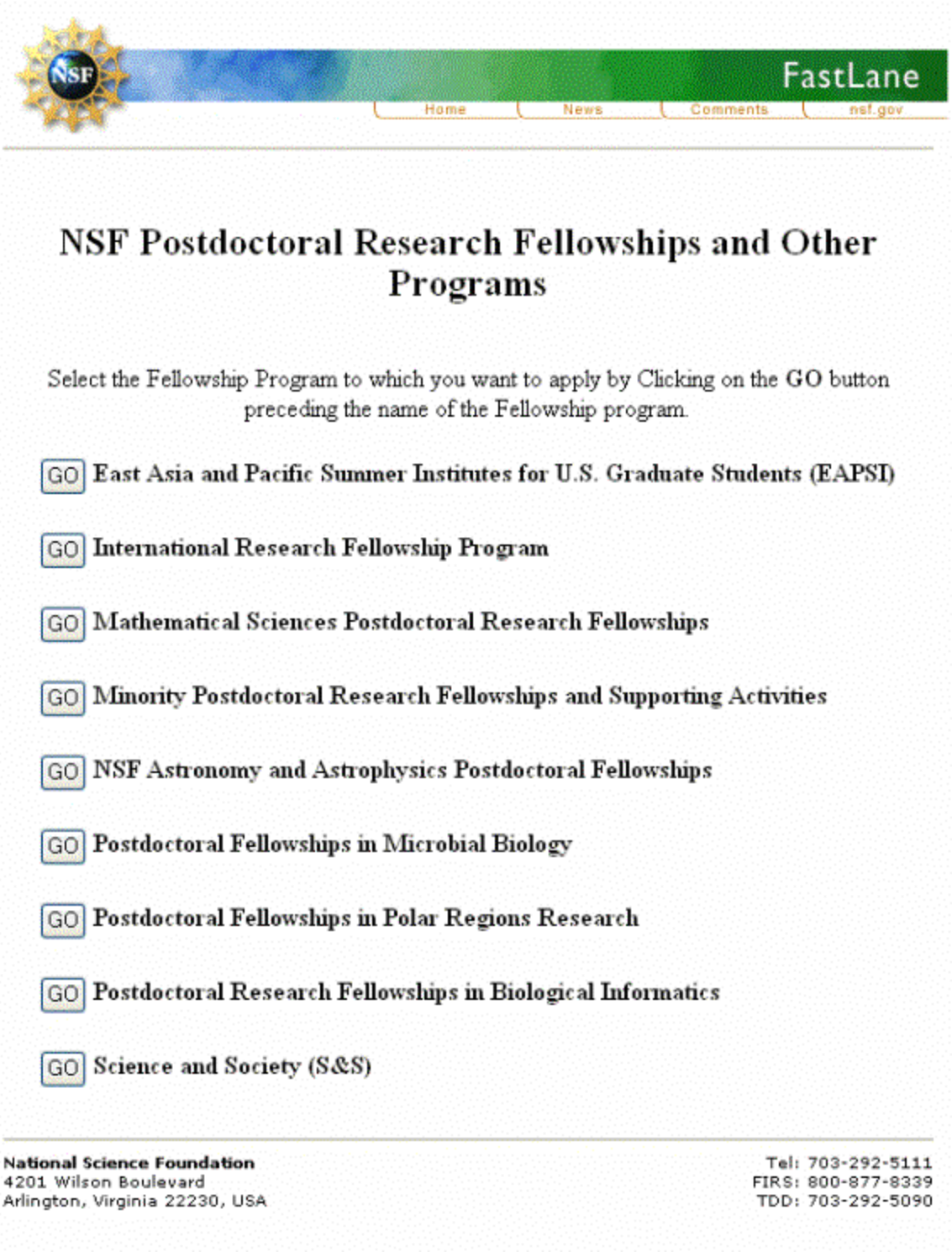


Figure 1 List of NSF Postdoctoral Fellowships and Other Programs currently available.

3. Select the **GO** button of the program you are interested in viewing (e.g., **Mathematical Sciences Postdoctoral Research Fellowships**). A screen displays (Figure 2) with information on that fellowship.

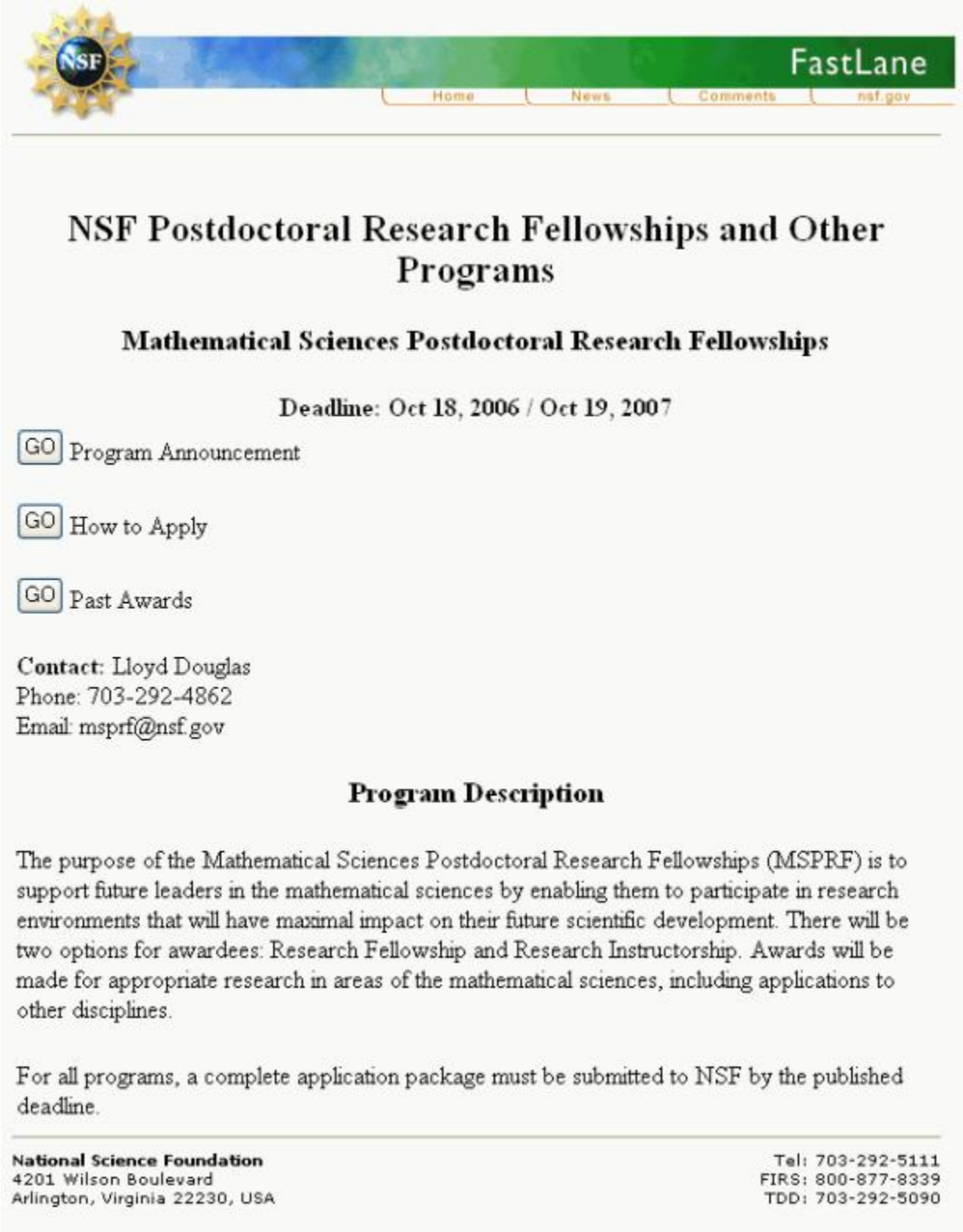


Figure 2 Program announcement for Applicants.

4. Select the **GO** button for How to Apply (Figure 2). A screen displays (Figure 3) with specific instructions for how to apply for that particular fellowship.

NSF Postdoctoral Research Fellowships

Instructions for Preparing and Submitting
Mathematical Sciences Postdoctoral Research Fellowships (MSPRF)

Program Announcement

1. Eligibility
2. Deadline Date
3. Submission Tips
4. You must register as an Individual Researcher
5. Begin your application
6. Prepare Cover Sheet
7. Prepare Remainder of Cover Sheet
8. Prepare Project Summary
9. Prepare Project Description
10. Prepare Biographical Sketches
11. Add/Delete Letter of Reference Writers
12. Status: Letters of Reference
13. Create the Application Form
14. Create Form B
15. Sponsoring Scientist Statement
16. Supplementary Docs
17. Table of Contents
18. Submit Application
19. Letters of Reference
20. Do NOT mail any forms to NSF
21. College Transcripts

1. **Eligibility**. Refer to program announcement NSF 05-510.

2. **Deadline Date**. 3rd Wednesday of October.

3. **Submission Tips**:
   a. Print and read the Program Solicitation
   b. Prepare all documents according to guidelines in program announcement and the Grants Proposal Guide.
   c. Prepare all documents on a word processor with TrueType font, and then upload in FastLane.
   d. Register as an independent researcher (fellowships).
   e. Begin application early.
   f. Submit before the deadline.

4. **You must register as an Individual Researcher**. Click on Individual Registration. Fill in the required fields. Click on the Submit button. As soon as you click on the Approve button on the next screen, your password will be activated. There is no need for you to mail or FAX a signed copy of the registration to NSF.

Figure 3 Specific application instructions for Mathematical Sciences Postdoctoral Research Fellowships.

5. Note that the fourth step is Individual Registration. This will apply to all of the fellowships.

See also:

- How to Apply (for Sponsoring Scientists)
- Postdoctoral Fellowship Registration
- View Award-Specific Program Announcement
- Postdoctoral Fellowship Contacts

How to Apply (for Sponsoring Scientists)

1. Access FastLane and select **NSF Postdoctoral Fellowships and Other Programs** (see Introduction_to_Postdoctoral_Fellowship_and_Other_Programs).

2. Select the **GO** button for I am a Sponsoring Scientist. The **NSF Postdoctoral Research Fellowships and Other Programs** screen displays (Figure 1) with a list of available fellowships.

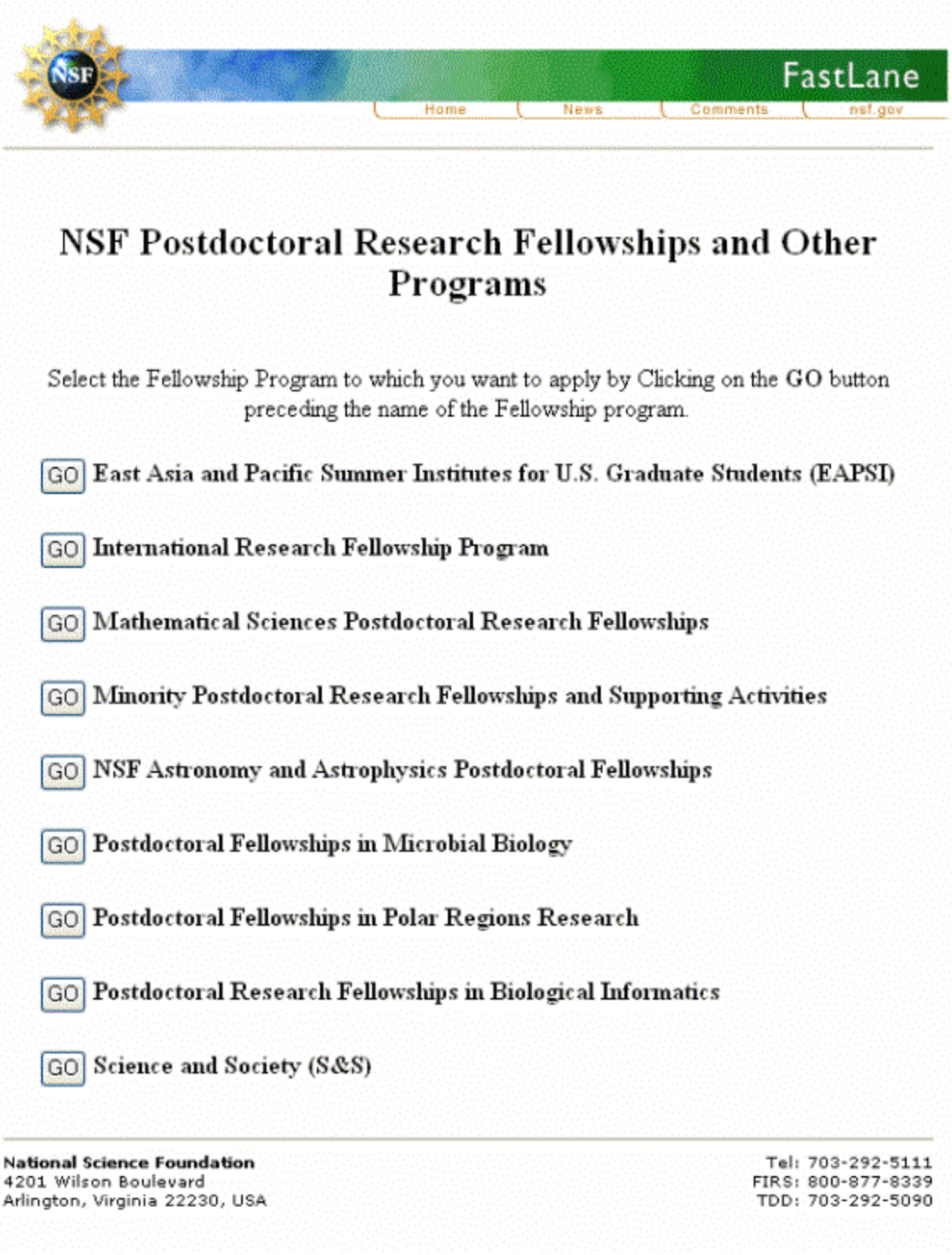


Figure 1 List of NSF Postdoctoral Fellowships and Other Programs currently available.

3. Select the **GO** button of the program you are interested in viewing (e.g., **Mathematical Sciences Postdoctoral Research Fellowships**). A screen displays (Figure 2) with information on that program.

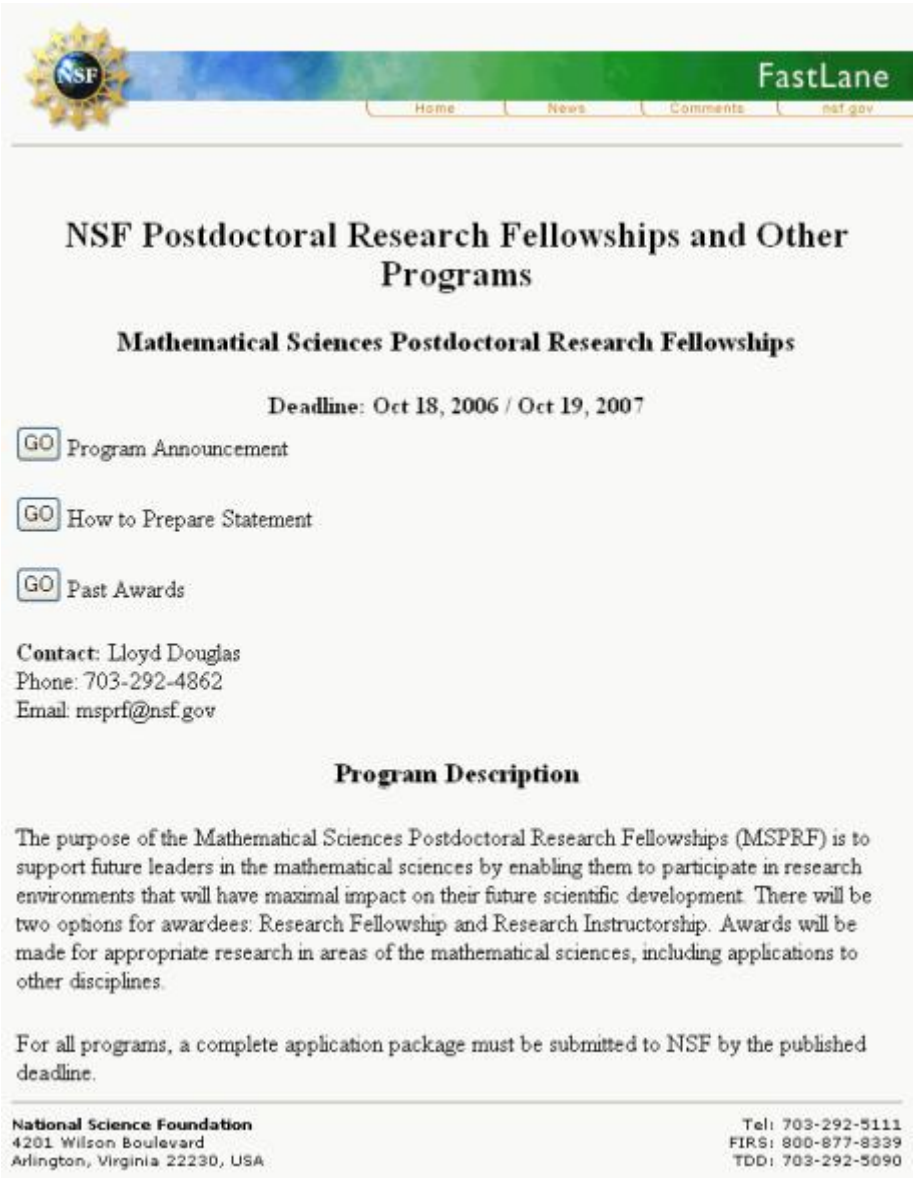


Figure 2 Program announcement for Sponsoring Scientists.

4. Select the **GO** button for How to Prepare Statement (Figure 2). A screen displays (Figure 3) with specific instructions on how to prepare a statement for that particular fellowship.

NSF Postdoctoral Research Fellowships

Instructions for Sponsoring Scientist
Mathematical Sciences Postdoctoral Research Fellowships (MSPRF)

Program Announcement

1. The Fellow and the Proposed Sponsoring Scientist work together
2. Sponsoring Scientist Information
3. Sponsoring Scientist Statement
4. The NSF Program Officer information

1. The Fellow and the Proposed Sponsoring Scientist work together to get all the required forms filled out and submitted.
2. **Sponsoring Scientist Information**. Give the following information to the Fellow. The Fellow will include this information in the Application Form.

Proposed Fellowship Institution:

Organization name:
Department:
Street:
City:
State:
ZIP:
Country:

Proposed Sponsoring Scientific Advisor:

Name:
Title:
E-mail address:
Telephone:
FAX:

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3. **Sponsoring Scientist Statement**. The statement should indicate both expected availability for consultation during the requested tenure period and agreement to work with the Fellow. This statement should include a discussion of the role that the senior scientist will play in the professional development of the applicant and of the opportunities for training and research at the host institution that will be of particular benefit to the applicant. The Fellow will upload this statement within the application under Supplementary Docs.
4. **The NSF Program Officer information**:

Lloyd Douglas
703-292-4862
ldouglas@nsf.gov

top

BS07252001

National Science Foundation
4201 Wilson Boulevard
Arlington, Virginia 22230, USA

Tel: 703-292-5111
FIRS: 800-877-8339
TDD: 703-292-5090

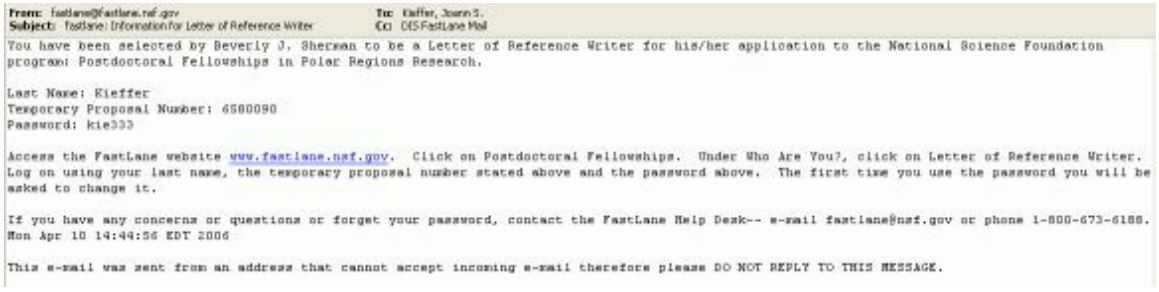
Figure 3 Specific application instructions for Sponsoring Scientist Statement for Mathematical Sciences Postdoctoral Research Fellowships.

See also:

- Postdoctoral Fellowship Registration
- How to Apply (for Applicants)
- View Award-Specific Program Announcement
- Postdoctoral Fellowship Contacts

Write a Letter of Reference

1. If you have been asked to supply a letter of reference for an applicant, either the applicant will send you the necessary information to enter this function, or FastLane will send you an email similar to the one shown in Figure 1.



From: fastlane@fastlane.nsf.gov To: Kieffer, Joann S.
Subject: fastlane: Information for Letter of Reference Writer Cc: OIS FastLane Mail

You have been selected by Beverly J. Sherman to be a Letter of Reference Writer for his/her application to the National Science Foundation program: Postdoctoral Fellowships in Polar Regions Research.

Last Name: Kieffer
Temporary Proposal Number: 6500090
Password: kie333

Access the FastLane website www.fastlane.nsf.gov. Click on Postdoctoral Fellowships. Under Who Are You?, click on Letter of Reference Writer. Log on using your last name, the temporary proposal number stated above and the password above. The first time you use the password you will be asked to change it.

If you have any concerns or questions or forget your password, contact the FastLane Help Desk-- e-mail fastlane@nsf.gov or phone 1-800-673-6188.
Mon Apr 10 14:44:56 EDT 2006

This e-mail was sent from an address that cannot accept incoming e-mail therefore please DO NOT REPLY TO THIS MESSAGE.

Figure 1 A FastLane-generated email to a Letter of Reference Writer, with necessary login information.

2. Access FastLane and select **NSF Postdoctoral Fellowships and Other Programs** (see Introduction to Postdoctoral Fellowship and Other Programs). The **NSF Postdoctoral Fellowships and Other Programs** screen displays (Figure 2).

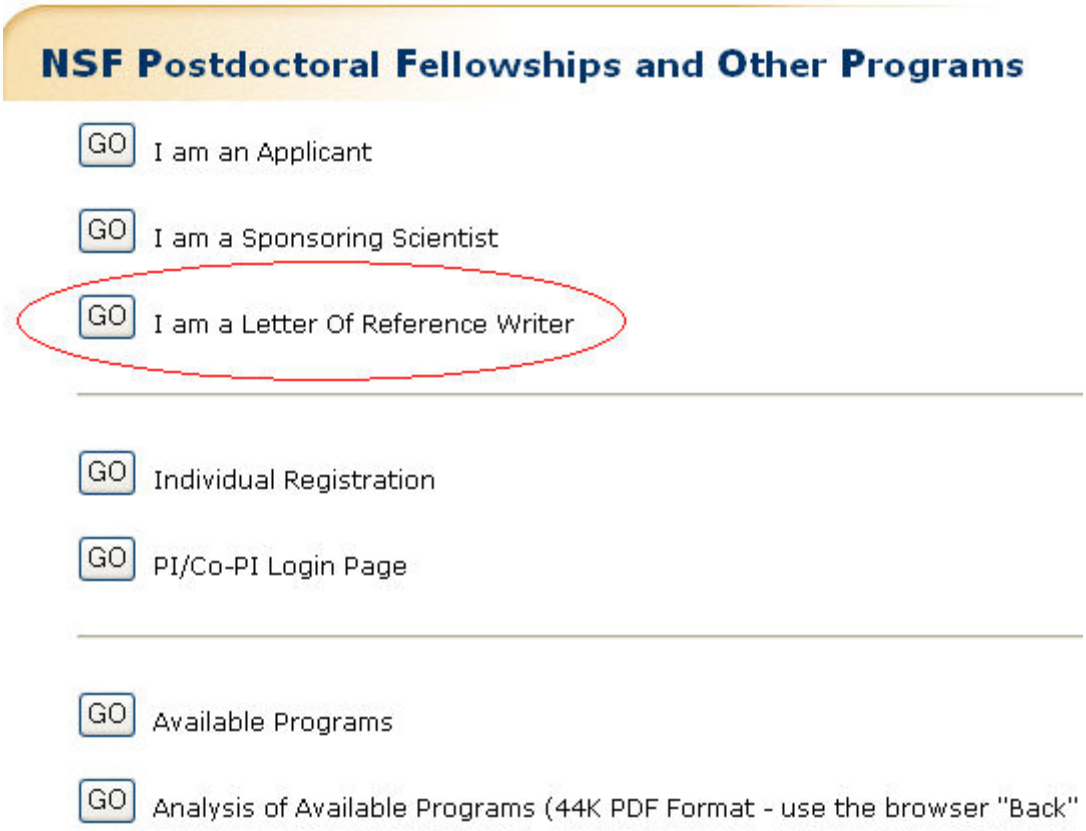


Figure 2 NSF Postdoctoral Fellowships and Other Programs screen. The I am a Letter of Reference Writer link is circled.

3. Select the **GO** button for I am a Letter of Reference Writer. The **Letter of Reference** login screen displays (Figure 3).

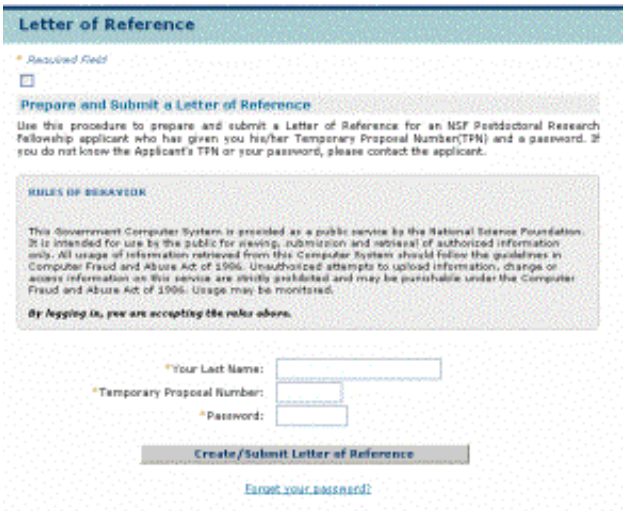


Figure 3 Letter of Reference login screen.

4. Enter your last name, the temporary proposal number, and password (get this information from the NSF Postdoctoral Research Fellowship applicant or from the FastLane email described in Step 1), and then select **Create/Submit Letter of Reference (Figure 3)**. The first time you use the password, a **Change Password** screen displays (Figure 4).

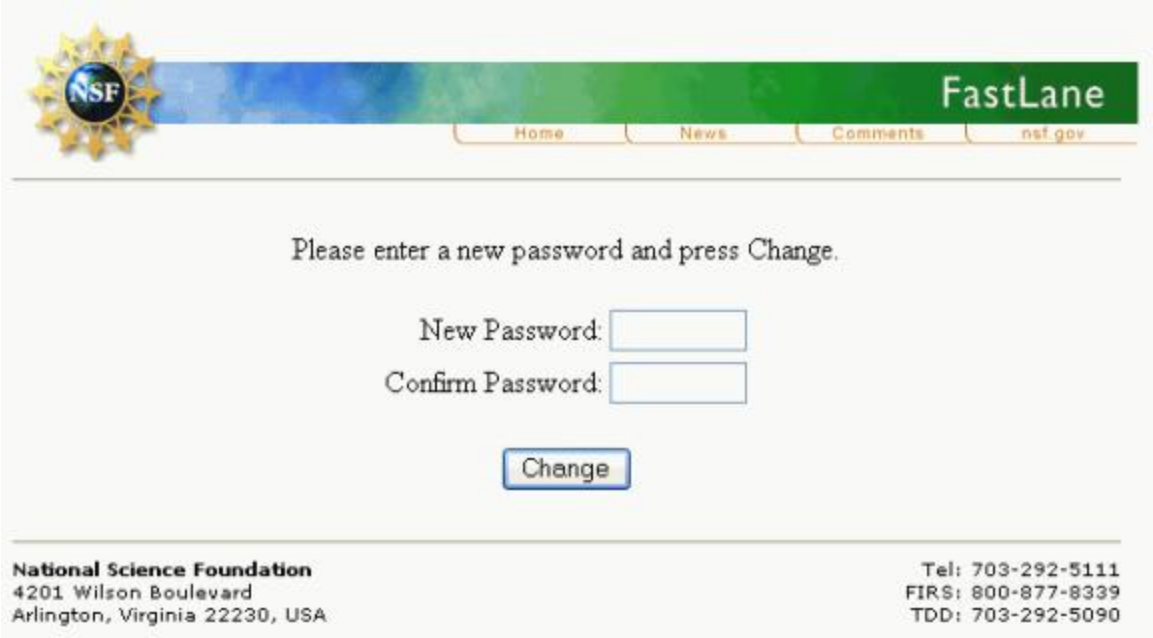


Figure 4 Change Password screen.

5. Type in your new password (Figure 4). The next message verifies your email address (Figure 5).

Figure 5 Email verification message.

6. Select the **Yes** button (Figure 5). The **Letter of Reference Instructions** screen displays (Figure 6).

Figure 6 Letter of Reference instructions screen. The Step 1 GO button is circled in red.

7. Select the **GO** button for Step 1 Rating (Figure 6). You may also wish to view the Program Information (Figure 7).

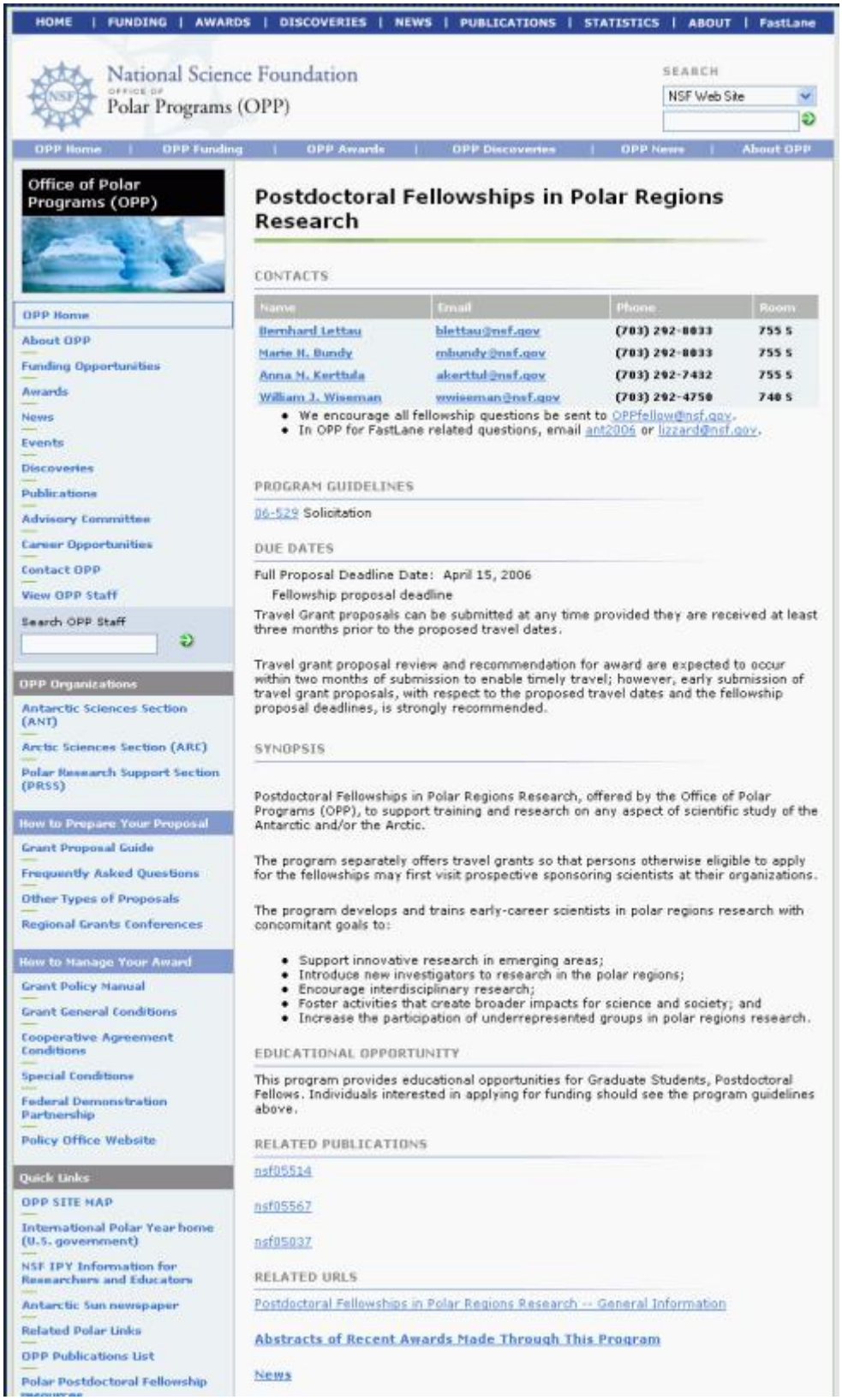


Figure 7 Program information.

8. If you selected the **Go** button for Step 1, the **Letter of Reference Rating Sheet** screen displays (Figure 8).

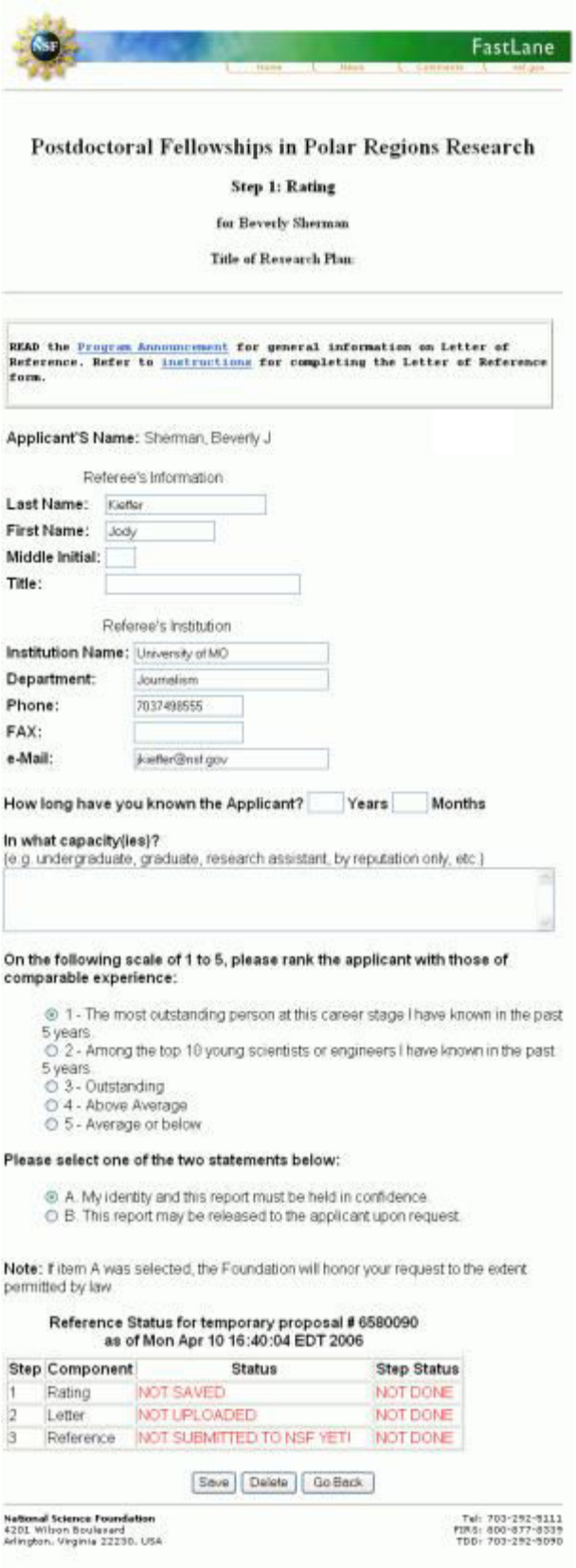


Figure 8 Letter of Reference Rating Sheet screen.

9. Make sure your name and title information are correct (Figure 9).

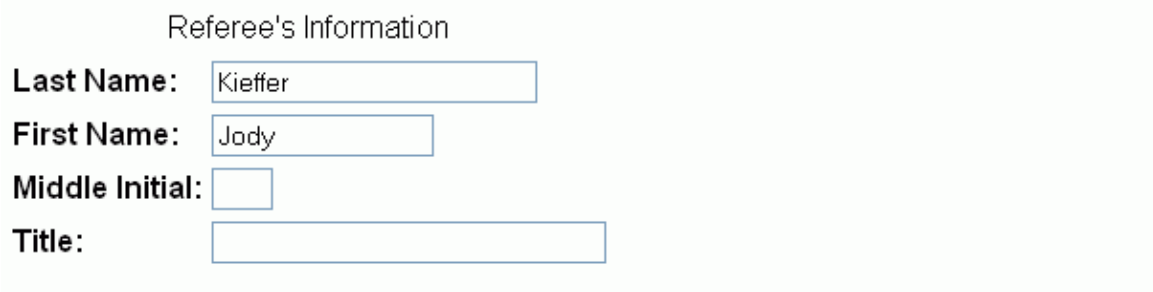


Figure 9 Referee's name and title information.

10. Make sure your institution name, department, and contact information are correct (Figure 10).

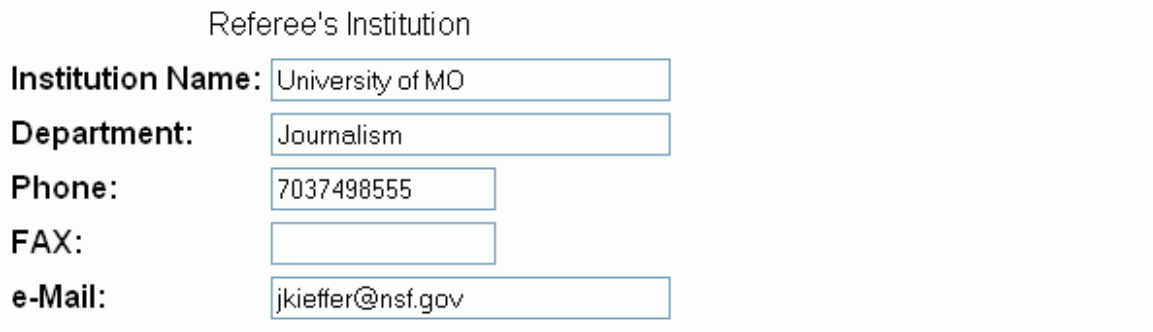


Figure 10 Referee's institution name and contact information.

11. Indicate how long you have known the applicant in years and months (Figure 11).

Figure 11 How long have you known the Applicant.

12. Indicate in what capacity you have known the applicant (as an undergraduate, research assistant, by reputation only, etc.) (Figure 12).

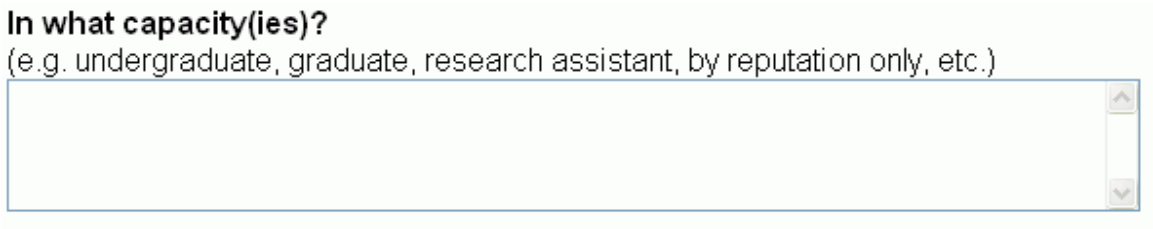


Figure 12 In what capacity have you known the Applicant.

13. Select a rating for the applicant based on what you know of the applicant's work (Figure 13).

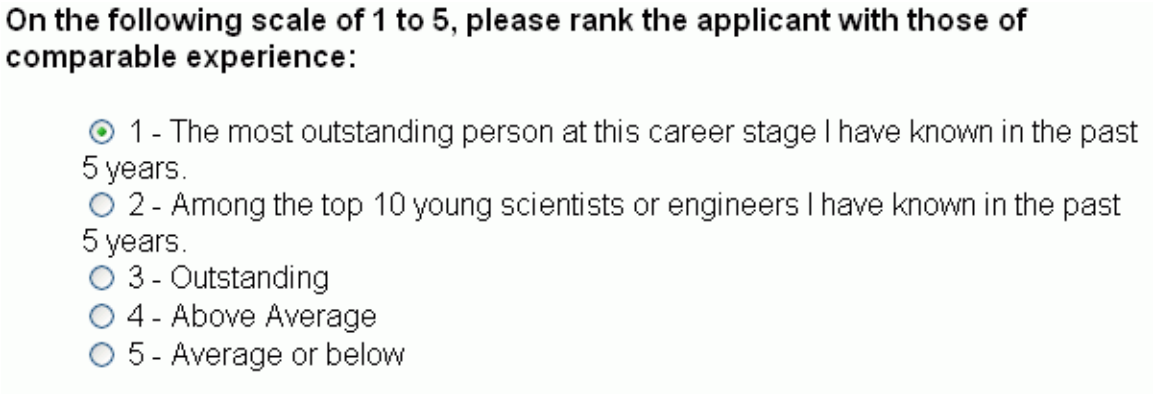


Figure 13 Rating for the Applicant.

14. Indicate whether or not you want your identity held in confidence (Figure 14).

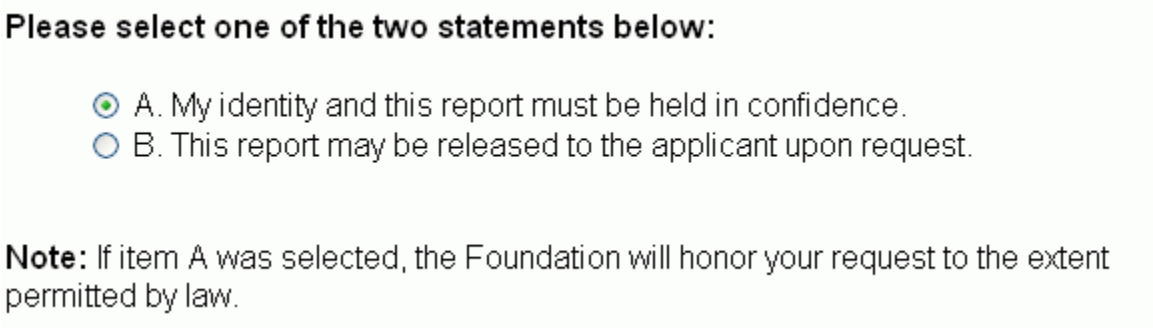


Figure 14 Indicate level of confidentiality you desire.

15. To complete the rating, select the **Save** button (Figure 15). The **Step 1 Rating Saved** screen displays (Figure 16) with the notation that the Rating has been saved.

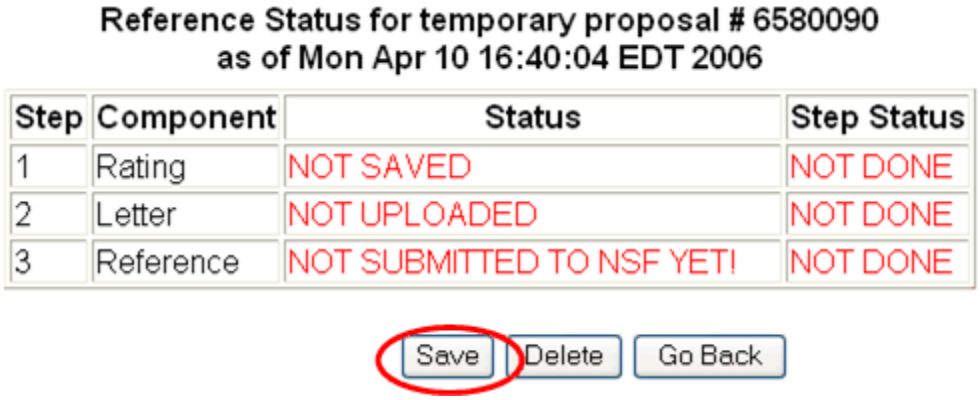


Figure 15 Select the Save button (circled in red) to complete the Rating.

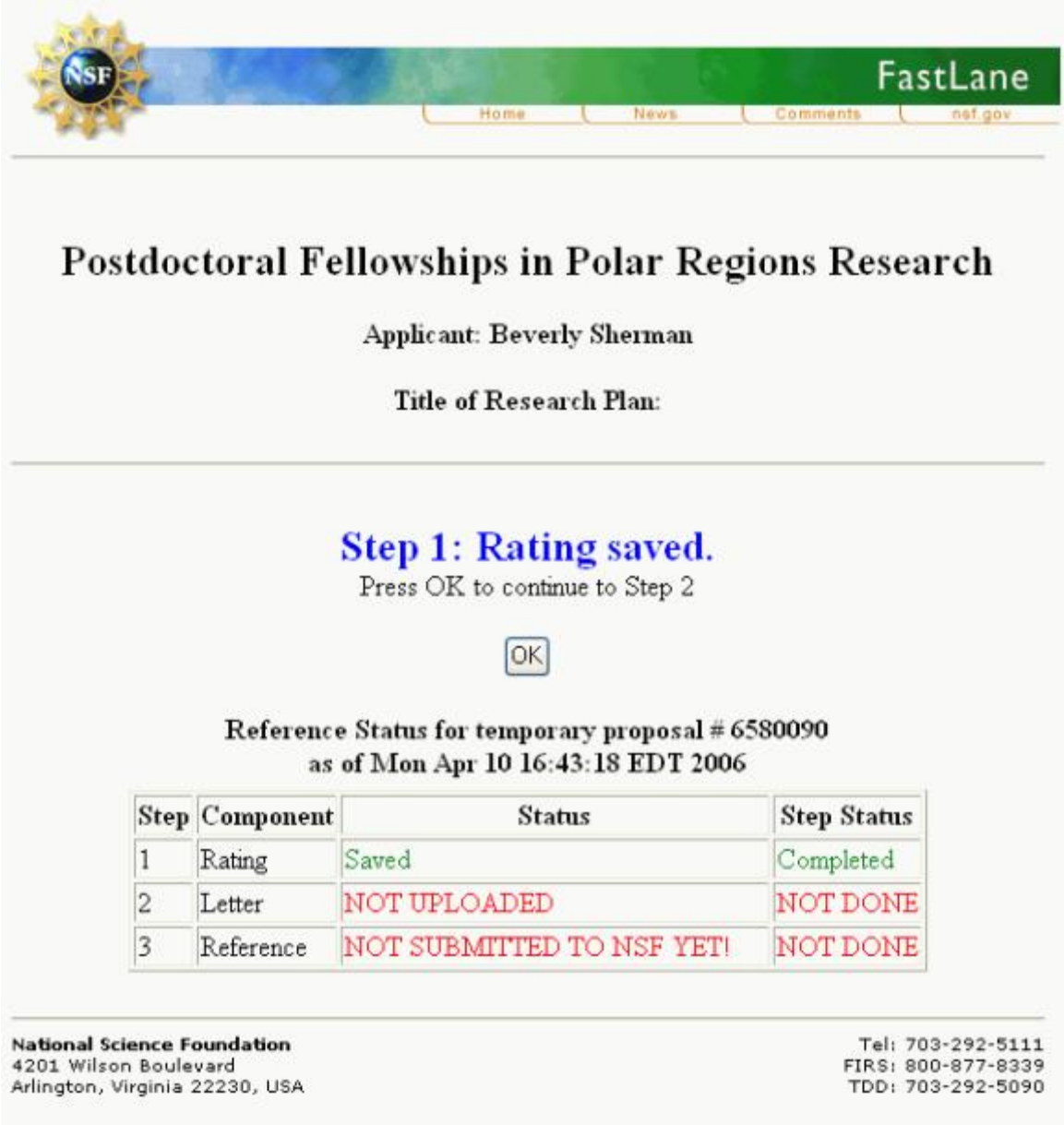


Figure 16 Step 1 Rating Saved screen with the Rating listed as saved.

16. Select the **OK** button to go on to the next step (Figure 16). The **Step 2 Letter** screen displays (Figure 17).

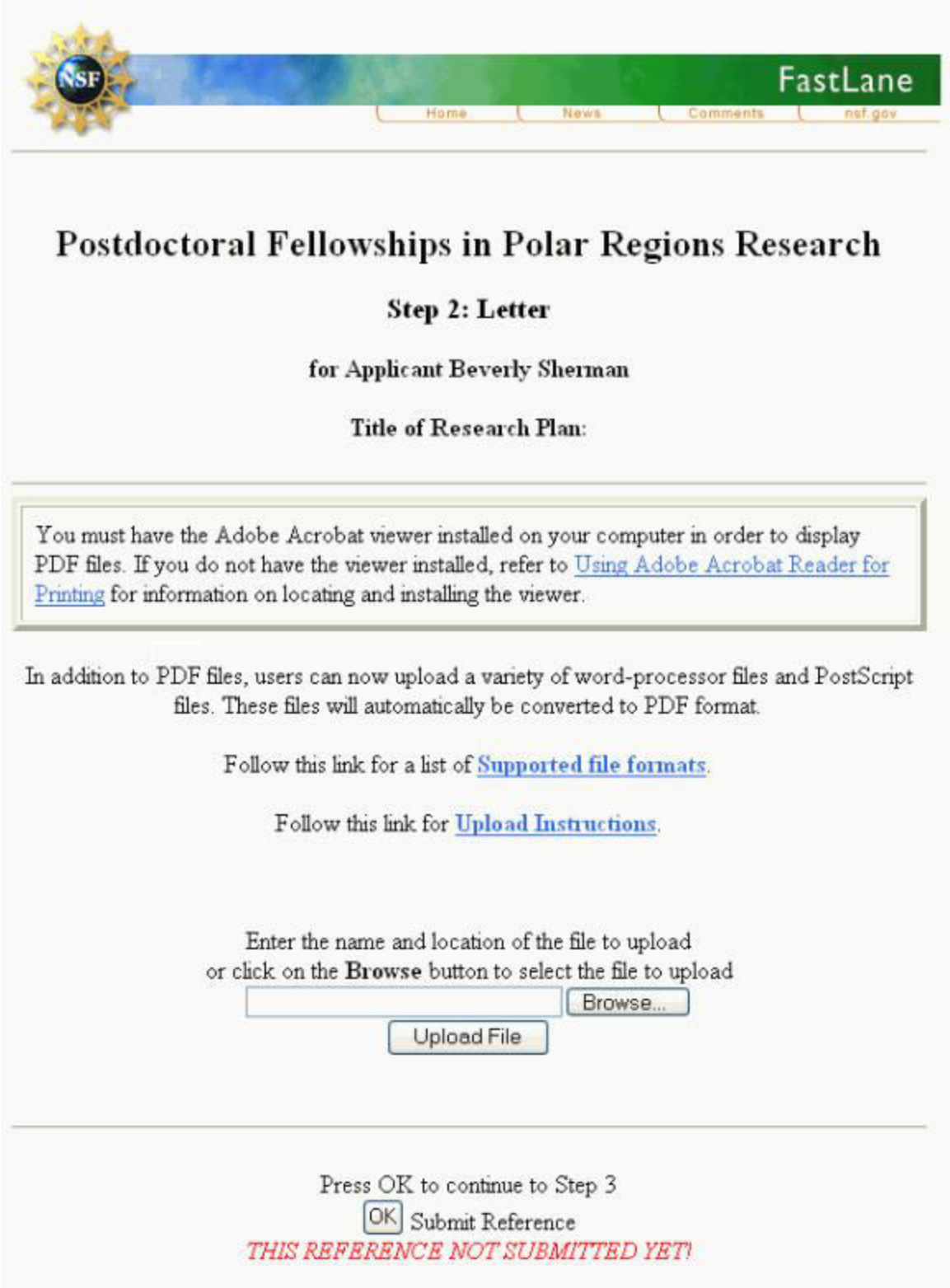


Figure 17 Step 2 Letter screen.

17. Prepare your letter in your word-processing program and upload it (see Upload a File for instructions) (Figure 17). After you have uploaded the file, the **Step 2 Letter Uploaded** screen displays (Figure 18).

Figure 18 Step 2 Letter Uploaded screen with the Letter of Reference listed as saved.

18. If you are certain that your rating sheet and letter are what you want to send, select **OK** (Figure 18) to submit your letter of reference—no further corrections can be made. A screen displays (Figure 19) with confirmation that the reference has been submitted successfully.

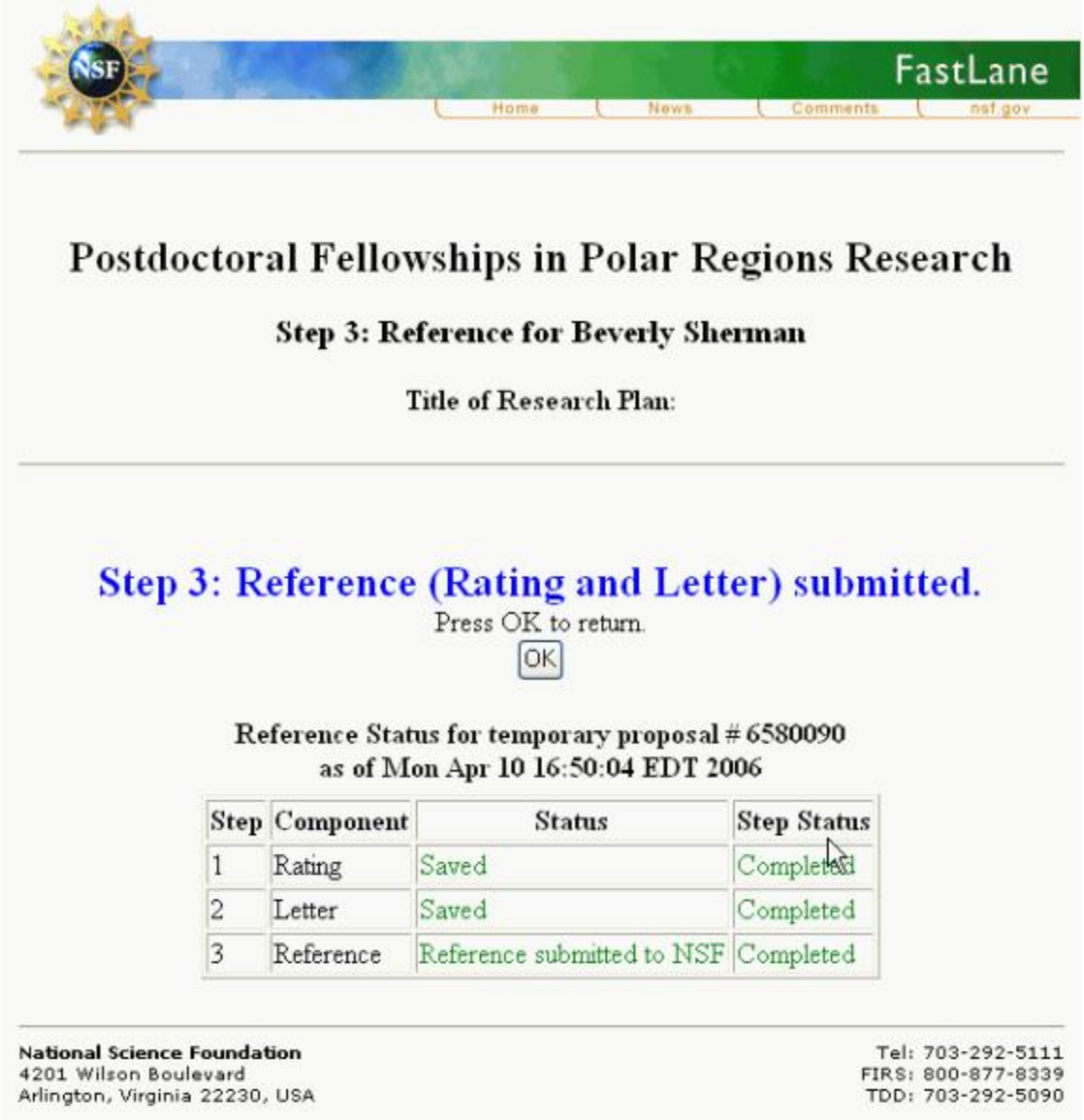


Figure 19 Step 3 Reference Submitted screen with confirmation that the Reference has been submitted.

19. Select **OK** to return to the **Letter of Reference** screen. The **Letter of Reference** screen displays (Figure 20) with all of the Letter of Reference components listed as completed.

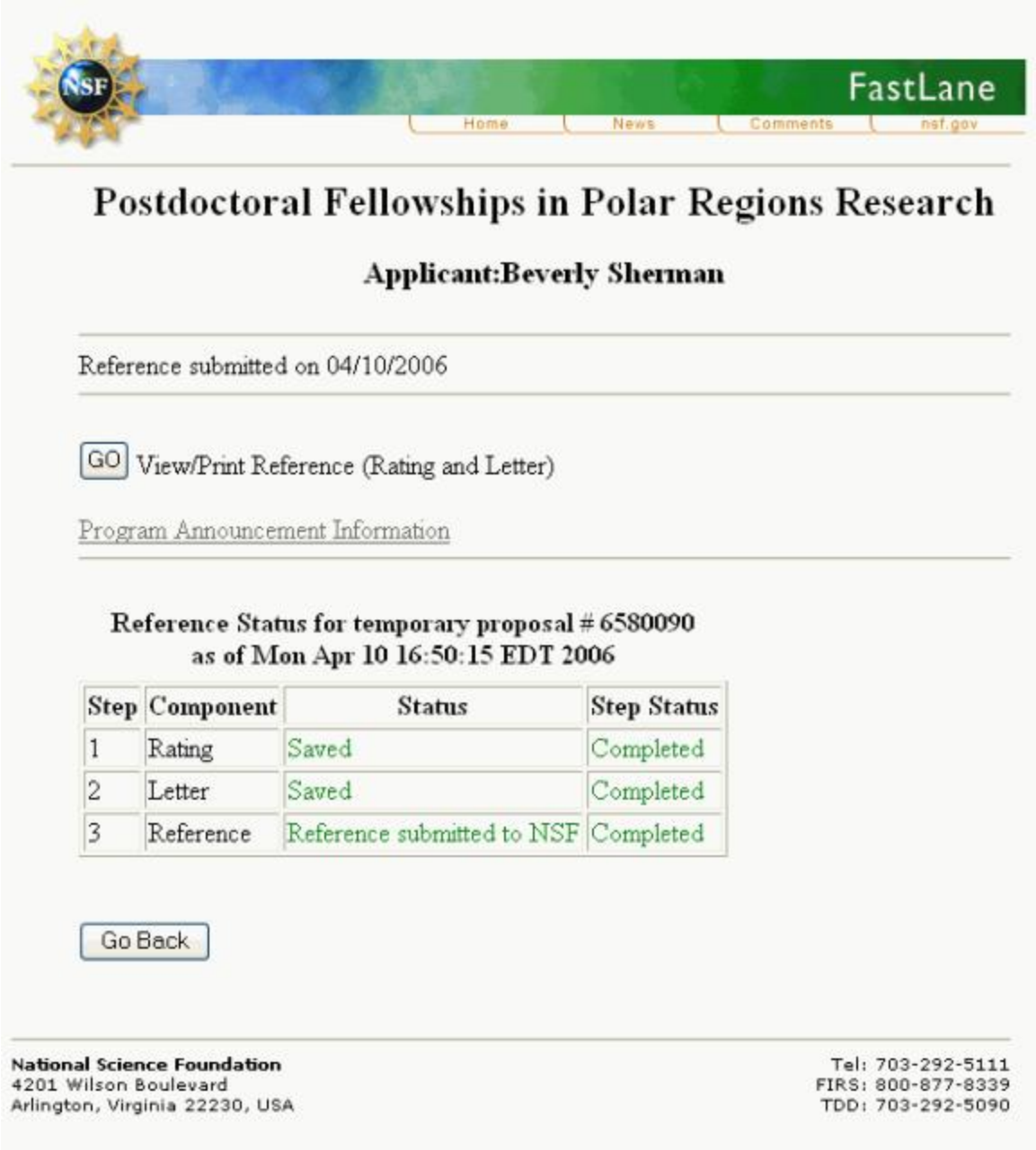


Figure 20 Letter of Reference screen with all of the Letter of Reference components listed as completed.

20. You can select **GO** to view and/or print the rating and letter.
21. Select the **Go Back** button to exit the Letter of Reference function.

See also:

- Postdoctoral Fellowship Registration
- View Award-Specific Program Announcement
- How to Apply (for Applicants)

- Postdoctoral Fellowship Contacts

View Past Award Winners

If available, to view the past award recipients of each postdoctoral fellowship, do the following:

1. Access FastLane and select the **NSF Postdoctoral Fellowships and Other Programs** (see Introduction to Postdoctoral Fellowship and Other Programs).

2. Select the **GO** button for Available Programs. The **NSF Postdoctoral Fellowships and Other Programs** screen (Figure 1) displays with a list of available fellowships.

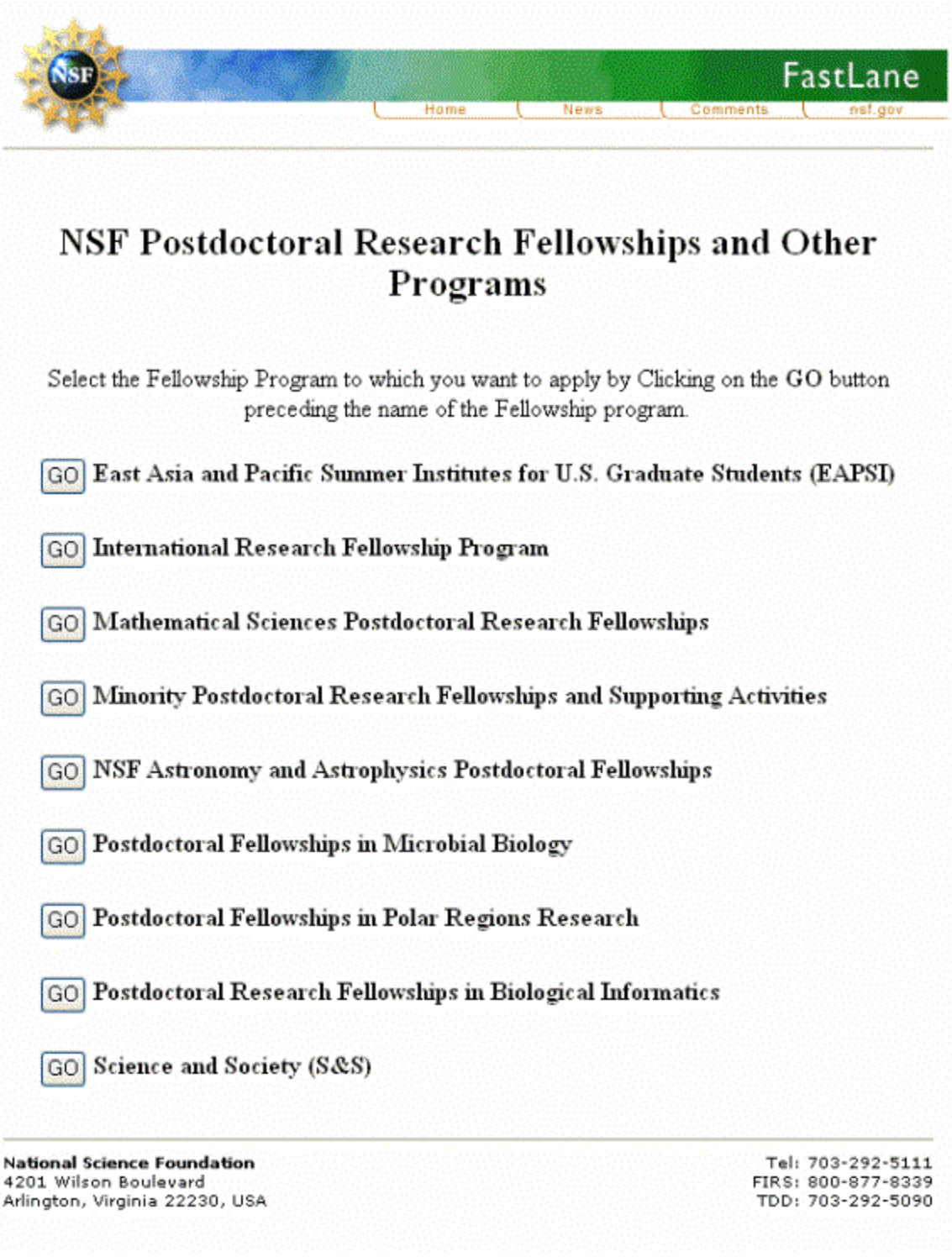
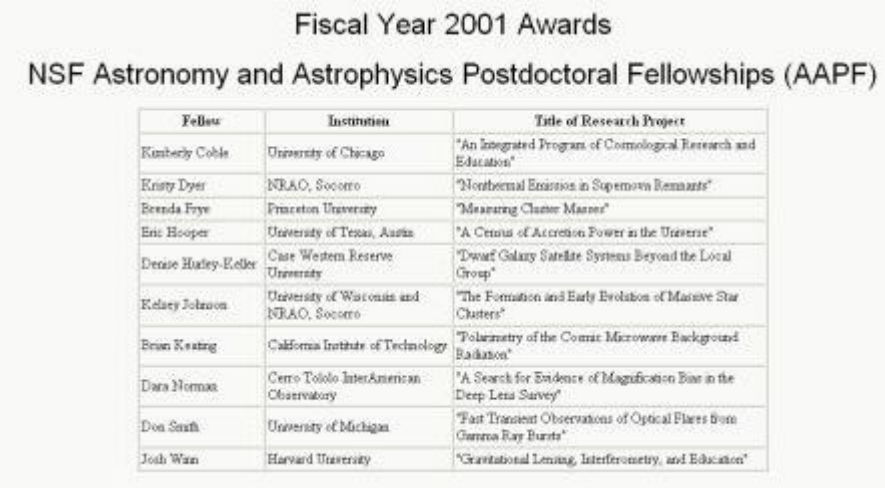


Figure 1 List of NSF Postdoctoral Fellowships and Other Programs currently available.

3. Select the **GO** button for the program you are interested in viewing past winners of (e.g., **NSF Astronomy and Astrophysics Postdoctoral Fellowships**).

4. Select the **GO** button for Past Awards. The past award winners screen displays (Figure 2).



Fiscal Year 2001 Awards

NSF Astronomy and Astrophysics Postdoctoral Fellowships (AAPF)

Fellow	Institution	Title of Research Project
Kimberly Coble	University of Chicago	"An Integrated Program of Cosmological Research and Education"
Kristy Dyer	NRAO, Socorro	"Nonthermal Emission in Supernova Remnants"
Brenda Frye	Princeton University	"Measuring Cluster Masses"
Eric Hooper	University of Texas, Austin	"A Census of Accretion Power in the Universe"
Denise Hurley-Keller	Case Western Reserve University	"Dwarf Galaxy Satellite Systems Beyond the Local Group"
Kelsey Johnson	University of Wisconsin and NRAO, Socorro	"The Formation and Early Evolution of Massive Star Clusters"
Brian Keating	California Institute of Technology	"Polarimetry of the Cosmic Microwave Background Radiation"
Dara Norman	Cerro Tololo InterAmerican Observatory	"A Search for Evidence of Magnification Bias in the Deep Lens Survey"
Don Smith	University of Michigan	"Fast Transient Observations of Optical Flares from Gamma Ray Bursts"
Josh Wann	Harvard University	"Gravitational Lensing, Interferometry, and Education"

Figure 2 Fiscal Year 2001 NSF Astronomy and Astrophysics Postdoctoral Fellowships (AAPF) Past Award Winners.

See also:

- Postdoctoral Fellowship Registration
- View Award-Specific Program Announcement
- How to Apply (for Applicants)
- Postdoctoral Fellowship Contacts

Postdoctoral Fellowship Contacts

1. Access FastLane and select **NSF Postdoctoral Fellowships and Other Programs** (see Introduction to Postdoctoral Fellowship and Other Programs). The **NSF Postdoctoral Fellowships and Other Programs** screen displays (Figure 1) .

2. Select the **Postdoctoral Research Fellowships Contacts** link (Figure 1) for the current listing of contacts.

Figure 1 NSF Postdoctoral Fellowships and Other Programs screen. The Postdoctoral Research Fellowships Contacts link is circled in red.

See also:

- Postdoctoral Fellowship Registration
- View Award-Specific Program Announcement
- How to Apply (for Applicants)
- View Past Award Winners

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